

**Cook/Baker**

Classified Position - 7241

<u>Salary</u> Category 6 per Salary Schedule	<u>Days</u> 181	<u>Reports to:</u> Food Service Manager
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**SCOPE OF RESPONSIBILITIES**

Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition

**PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

1. Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients
2. Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods
3. Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements
4. Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing
5. Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty
6. Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required
7. Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored
8. Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required
9. Train and provide work direction to others
10. Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over
11. Prepare and bake food for special events as needed; assist at banquets or special events as required
12. Assist in other food service areas as needed; collect money and make correct change
13. Maintains regular and predictable attendance
14. Adheres to the professional code of ethics
15. Successfully utilizes technology as appropriate in job function
16. Perform related duties as assigned

**PHYSICAL DEMANDS**

	<b>Seldom/Rare</b>	<b>Occasional</b> (up to 1/3 of work day)	<b>Frequent</b> (1/3 to 2/3 of work day)	<b>Repetitive</b> (2/3 or more of work day)
Standing/Walking				X
Sitting	X			
Handle/Finger/Feel				X
Reach/Push/Pull				X
Bend/Stoop/Crouch			X	
Kneel/Crawl	X			
Climb/Balance		X		
Lift/Carry (Check Frequency)				

Up to 10 lbs.		X		X
Up to 20 lbs.		X		X
Up to 50 lbs.		X		X
Up to 100 lbs.	X			
Over 100 lbs.	X			

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law

DESIRABLE QUALIFICATIONS

1. One year experience in cooking and baking food in large quantities