

CHILD NUTRITION COOK- PROJECT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION:

Under supervision, prepares and packages for transport meals and snacks for children at Community Services educational sites; participates in maintenance and cleaning of the central kitchen; maintains inventory of stock on hand; maintains inventory of sample food plates; ensures that appropriate food substituted are sent to children with food allergies; converts standardized recipes to appropriate quantities for number of children being served; assists Child nutrition Food Operations Supervisor in preparing and maintaining product and transport records, placing orders and determining work assignments; and works in his/her place when needed; performs other related work as required

DISTINGUISHING CHARACTERISTICS:

Child Nutrition Cook-Project incumbents are assigned to the Community Services Department. Incumbents work in a central kitchen providing food services primarily for children enrolled in Head Start, Child Development and Preschool educational programs. Child Nutrition Cook is fully qualified experienced level class in food preparation series and is distinguished from Child Nutrition Worker -Project in that the latter is the entry-training level, assisting in food preparation activities. On-site supervision is provided by the Child Nutrition Food Operations Supervisor.

Incumbents in this class are exempt from the classified service and work in State and/or Federally funded project positions administered by Contra Costa County.

TYPICAL TASKS:

- Prepares and cooks breakfast, lunch and snacks primarily for children enrolled in Community Services education programs
- Packages meals for transport to remote sites, ensuring that proper sanitary procedures are followed
- Receives, lifts and stores food deliveries, along with boxes, crates and other containers., ensuring that proper storage procedures are followed to maintain quality, freshness and cleanliness
- Monitors temperatures in refrigerators and freezers
- Maintains records of food transported, consumed and in storage
- May transport meals and snacks to remote program sites
- As required, provides work direction and assistance to other workers
- Takes and maintains inventory of stock hand as directed.
- Ensures that all children with food modifications are sent appropriate quantities for number of children being served.
- Converts standardized recipes to appropriate quantities for number of children being served.

- Assist Food Operations Supervisor, as required, in the areas of maintenance of production and transport records, placing of orders and determining work assignments.
- Performs off-site culinary services as required

MINIMUM QUALIFICATIONS:

License Required: Possession and maintain a current, valid California Motor Vehicle Operator's license throughout the duration of employment. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. proficiency, or high school equivalency certificate.

Experience: Three year of full time experience preparing and serving meals in an institutional setting (such as school, hospital, detention facility, armed forces, cafeteria, commercial high volume food service corporation, hotel, restaurant or similar facility) preparing meals for large groups of fifty or more.

Certification: Possession of a valid Culinary Certificate. Appointees must successfully complete a Safe Food Handler Training course and obtain a Food Handler card issued by the State of California within three (3) months upon hire.

Other Requirements: As required by law, all appointees must successfully pass fingerprint, tuberculosis clearance and a current physical examination. All appointees must have current required immunizations upon hire.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The proper methods of preparing and cooking large quantities of food
- Problems in preparing food in large quantities
- Kitchen sanitation and the methods of cleaning and caring for kitchen equipment
- Occupational hazards and safety precautions
- Food values and proper food combinations
- Special diets and preparation
- Kitchen sanitation and the methods of cleaning and care of kitchen equipment
- The different types and cuts of meat and proper preparation
- The equipment, tools, and language used in the food preparation profession
- Food values and proper food combination
- Basic computer concepts and data entry
- Basic first aid

Ability to:

- Read and follow recipes for preparing food in large quantities
- Perform arithmetic computations of addition, subtraction, multiplication and division using whole numbers and fractions

- Follow oral and written instructions
- Work harmoniously with others
- Write clearly and concisely
- Lift and move items weighing approximately fifty pounds
- Read, understand, and apply departmental policy and California Retail Food Code
- Calculate the amount of food, based on the approved menu to be ordered from suppliers
- When needed, operate a motor vehicle in a safe and efficient manner to meet the demands of a scheduled route with multiple stops

Established: November 1994

Revised: May 2001

Revised: November 2017

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