



SCHOOL NUTRITION PLUS

JOB DESCRIPTION

Job Title: Cook 1

Date: July 2016

Department: Catering

O Non-Exempt Full –Time

Job Reports To: Immediate supervision is received from Account Director, Executive Sous Chef, Cook 2, Head Cook and/or Kitchen Supervisor. Directions may also be received from school administrators.

School Nutrition Plus is a school catering and food service consulting business located in Los Angeles, CA. We are an innovative company that assists schools with all aspects of the Child Nutrition Program, from planning menus and catering meals, to directing cafeteria operations at school districts. We run health-focused programming as a signature service.

Job Summary/Objective:

Prepares, produces, heats, cooks, bakes and serves a variety of foods from fresh, canned, dry, or frozen states according to recipes. Requires washing dishes, equipment and deep cleaning of kitchen. Assists in serving and other related tasks in a designated food service production and/or service area.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Job Duties:

- Prepares, produces, heats, cooks, bakes and serves a variety of foods including soups, entrees, meats, vegetables, desserts, breads, salads, sandwiches, beverages, or other foods and beverages as specified by the menus, recipes, and production records.
- Sets up and merchandises food and food service areas and serves food.
- Operates kitchen equipment such as, but not limited to, electric mixers, slicers, grinders, ovens, stove tops, tilt-skillets, tilt kettles, warmers, and coolers.

- Utilizes kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, and ladles.
- Oversees and provides guidance to FSW 1 and 2.
- Practices safe food handling (ex. F.I.F.O., Proper Temps) according to Hazardous Analysis Critical Control Point HACCP, LA County Health Department, and PCS Food Services Standard Operating Procedures.
- Practice work environment safety. (ex. Proper lifting techniques)
- Record and monitor equipment temperatures on a daily basis.
- Assists in the monitoring, reduction, and management of food waste.
- Cleans and sanitizes pots, pans, and kitchen utensils.
- Performs daily, weekly, and monthly deep cleaning of the facility, service areas, and all kitchen equipment such as counters, tables, ovens, refrigerators, freezers, mixers, transient hot carts, mobile carts, and rolling racks.
- Disposes of waste according to the Food Services Operating Procedures, OSHA, the State, and LA County Health Department processes and procedures.
- Receive, label, and store food and supplies according to produce and Food Service HACCP Standards from various vendors.
- Assists in taking inventory.
- Assists in preparing sales, production and other reports.
- Performs related duties as assigned.
- Assists with staff meal preparations and vending.

Competencies & Ability:

- Prepare, produce, cook, heat, bake assemble and serve a large quantity of a variety of foods
- Work rapidly and efficiently in performing job duties
- Work cohesively with peers, supervisors, school personnel, and students
- Work in large groups and crowds
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Read, write, and communicate in basic English
- Count money and make change accurately
- Demonstrate customer service skills on an ongoing basis

Work Environment: This job operates in a kitchen on school campus. Some catering events may be outside.

Essential Physical Functions:

- Safely lift and carry objects weighing up to 50 pounds
- Stand and walk on concrete and tile floors for long periods of time
- Withstand a wide range of temperatures
- Work in refrigerated areas

Position Type/Expected Hours of Work: This is full-time position. Days and hours of work are Monday through Friday from 7:00 a.m. to 3:30 p.m.

Travel: This position requires some travel to some of our client schools in the Greater Los Angeles and Orange County area on a needed basis. No interstate travel or international travel required.

Required Education and Experience:

- Methods of preparing, producing, cooking, heating, baking and serving large quantities of a variety of foods from fresh, canned, dry or frozen
- Use and care of kitchen equipment and utensils
- Cleaning and sanitation methods used in a food service environment
- Food storage methods
- Basic arithmetic (i.e. addition, subtraction, multiplication, and division)
- Customer Service experience
- ServSafe certified or willing to become
- Paid cooking experience is required.

Additional Comments: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role. Duties, responsibilities, and activities may change at any time with or without notice.

STATEMENT OF AT-WILL EMPLOYMENT: Employment at School Nutrition Plus is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or School Nutrition Plus. Nothing in this job description or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor, or employee of School Nutrition Plus has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the President of School Nutrition Plus has the authority to make any such agreement and then only in writing.

Approved _____ by: _____
Date: _____
Human Resources/Manager

Employee's _____ Name _____ (Printed)

Employee's Signature: _____
Date: _____