

## **COOK-BAKER**

### **JOB SUMMARY**

Under general supervision, prepares, cooks, bakes, and helps serve a variety of main dishes and other cooked and baked foods in large quantities; assists in cleaning kitchen surfaces and equipment; and performs other work as required.

### **REPRESENTATIVE DUTIES:** "E" – Essential Duty

- Prepares, cooks, and seasons casseroles, meats, fish, poultry, sauces, gravies, baked goods, and other foods. E
- Reads and adjusts, as necessary, recipes, labels, and instructions. E
- Helps check recipes, estimates and orders quantities of supplies needed. E
- Measures and assembles ingredients. E
- Mixes, slices, grinds, chops, cuts, breads, grates, and mashes foods to meet desired standards. E
- Heats and cooks food; prepares food for transport to another site. E
- Participates in setting up and serving foods to students, staff, and visitors. E
- Washes and cleans kitchen surfaces, equipment, and utensils; stores equipment and food. E
- Operates computerized point-of-sale equipment or cash register and makes change. E
- May supervise others in the absence of the manager.
- May participate in preparations for catering functions.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Graduation from high school or equivalent and one year of experience in a school kitchen preparing, cooking, baking, and serving large quantities of foods.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Procedures and equipment used in the preparation, cooking, baking, and serving of a variety of foods.
- Proper use of common institutional kitchen equipment and tools.
- Proper safety and sanitation methods and procedures for preparing, handling, and serving foods; as well as sanitizing pots, pans, utensils, equipment, and preparation areas.

#### **Ability to:**

- Make accurate calculations to alter the number of servings provided by various recipes.
- Evaluate the taste and appearance of food, making adjustments as appropriate.
- Use common institutional kitchen equipment and tools safely and effectively.
- Cook food and baked goods properly in large quantities.
- Follow standardized recipes.
- Evaluate available options and make reasonable substitutions or variations in standard recipes.
- Understand, be understood, give and carry out instructions spoken and written in English.
- Work effectively with food service staff, students, teachers, and others.
- Coordinate a variety of cooking and baking activities to meet time schedules.
- Lift and move moderately heavy containers of food, using a cart as appropriate.
- Perform simple addition and subtraction and make change.
- Keep simple written and numerical records.

**CERTIFICATE:** Must possess and maintain a valid California Food Safety Certificate. New appointees must obtain the required certificate within 90 days following appointment.

**WORKING CONDITIONS:** Works in a noisy kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food at appropriate temperatures; frequent exposure to liquid and powered cleaning agents used to clean kitchen surfaces and equipment. Requires standing and walking for extended periods of time, frequently in confined areas. Ability to lift up to 45 (unassisted) and 50 pounds (with assistance) and carrying of heavy pots and pans to and from kettle, stove, and ovens. Regular pushing and pulling of wheeled carts. Constantly bending, stooping, and twisting to get items from racks and carts to the work surface or oven.