



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Utility Cook Sky Mountain Outdoor Education Center STEM/Educational Services	#2468
SALARY PLACEMENT:	Classified Salary Schedule Range 28	

SUMMARY OF POSITION:

Under direct supervision of the site supervisor, the purpose of the position is to perform a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Prepares and cooks meals in large quantities. Performs custodial duties as needed. Maintains the kitchen in a clean and sanitary fashion. Routine work is performed in accordance with established and well-known policies, practices, and procedures. Does related work as required. At times job may require spending the night at camp during inclement weather.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade. Possession of a valid Class C California driver's license and maintain a good driving record. Possession of CA Food Handlers certification. Basic knowledge of institutional quality food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Prior experience in food preparation. College level classes in Safety, Sanitation and Equipment. Possession of ServSafe certification. Experience working in an outdoor, parks and recreation setting. Prior custodial experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- institutional quality food preparation, methods, procedure and service, weights and measures, kitchen safety and sanitation

Ability to:

- understand and follow Food Service policies, procedures, rules and regulations
- perform all of the essential duties of the position under only general guidance
- perform duties with a focus on safety and sanitation
- learn operation of commercial kitchen equipment, to reconcile daily money transactions and keep records
- be flexible and receptive to change

Possess:

- an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist in the preparation of institutional quantities of food items for established menus such as baked goods, meat dishes, main dishes, salads, sandwiches and snack bar food items.
2. Prepare and bake breads, rolls, buns, cakes, cookies and other baked goods.
3. Set up serving areas for students, teachers, other personnel and guests.
4. Maintain work and serving areas in a sanitary manner, including counters, tables, benches, food containers and other equipment.
5. Assist in food preparation for special events.
6. Assist with inventory and maintain simple records. Check food service deliveries and supplies.
7. Organize serving areas.
8. Serve breakfast, lunch and dinner in split shifts.
9. Train and provide work direction to assistants and student helpers.
10. Operate miscellaneous kitchen/cafeteria equipment such as slicer, mixer, French Fryer, steamer/oven, chopper, and dishwasher.
11. Serve as a helper to maintenance and custodial staff.
12. Drive a camp van/bus over designated routes to transport students and guests on various trips.
13. Perform related duties and responsibilities as required.

PHYSICAL REQUIREMENTS:

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, pull, lift, and move objects up to 50 pounds shoulder height and occasionally lift more than 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones, office equipment and computer.

WORK ENVIRONMENT:

Employees in this position will be required to work mainly outdoors in an educational and standard environment located in the Sierra Nevada mountains. Work may involve exposure to cleaning chemicals and fumes and being around a variety of power tools and equipment. Supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.