

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Cook II

JOB CODE: 5708/5713

DEPARTMENT: Food and Nutrition

PAY GRADE: 13 (B4)

DATE: 07/01/2006

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### **BASIC OBJECTIVES**

Prepares meals following menus and standard recipes and assists in supervising the preparation of meals served in a school cafeteria.

### **JOB TASKS/RESPONSIBILITIES**

1. Follows instructions and operates within the limits of standard practices and procedures to prepare school meals and assists in the supervision thereof.
2. Responsible for having food available for serving at the scheduled serving times.
3. Prepares and supervises the preparation of meats, sandwiches, salads, and vegetables. Follows menu and recipes accurately unless otherwise instructed by the cafeteria manager.
4. Checks the work of assistants and food service workers involved in food preparations.
5. Cooks or heats food as required, using ovens, ranges, or steam kettles. Checks food periodically for taste to avoid burning and overheating.
6. Cuts food in proper portions and arranges for eye appeal.
7. Responsible for keeping food at correct serving temperature and maintains serving line supplied with sufficient food at all times.
8. Notifies manager of amount of food utilized and leftover.
9. Responsible for setting up equipment including steam table, ovens and steam kettle and making certain that equipment is turned off before closing.
10. Assists in cleaning kitchen and equipment.
11. Performs other related functions of equal or lesser importance as required to facilitate food preparation and service in a school cafeteria.

## **PHYSICAL REQUIREMENTS**

This is medium work which requires the following physical activities: balancing, bending, stooping, twisting, reaching, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, hazards and atmospheric conditions. The work is performed indoors.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Completion of at least eighth grade with the ability to read, write and understand oral and written instructions.
2. Must be able to communicate effectively with fellow employees.
3. Must successfully complete Cooks/Bakers' training program.

Prior revision date(s): 03/22/93, 03/02/01, 05/18/04

**Reclassification to PG 13, effective 07/01/2006, per 2006-2009 AFSCME successor contract**