

**PERALTA COMMUNITY COLLEGE DISTRICT - August, 1993**

**CLASSIFIED JOB DESCRIPTION**

**COOK  
(Children's Center)  
(SEIU Local 1021 Salary Range 009)  
Job Code: 183**

**CLASS PURPOSE**

Under general supervision, performs journey-level work in the planning and preparation of meals and snacks for students and children.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are normally performed 10 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans menus within state guidelines.
- Prepares meals and snacks from a variety of represented cultures.
- Works food service line.
- Maintains the cleanliness of the facilities in compliance with County, State, and Federal regulations.
- Works cooperatively with the Coordinator of the Children's Center in providing a well-rounded nutritional program for enrollees.
- Orders and controls supplies and food items.
- Completes required documentation for state-food program.
- Supervises student helpers.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. One (1) year of experience or training in the planning and preparation of meals; or an equivalent combination of training, education and qualifying experience that could likely provide the desired knowledge and abilities to perform the duties of the position.

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2. Knowledge of food preparation and service.
3. Knowledge of kitchen sanitation (temperature control, food storage, bacteria grown, and control and safety).
4. Knowledge of inventory, portion control, and monitoring techniques.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - methods for projecting and planning food needs and amounts;
  - sanitation practices applicable to food preparation, storage, and serving.
- Ability to:
  - prepare and serve food to large numbers of people in accordance with county, state, and federal regulations;
  - order supplies and control inventories;
  - be innovative in food services delivery.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- occasional sitting, walking, stooping, kneeling, squatting, and climbing stairs
- occasional lifting and carrying up to 65 lbs.
- occasional pushing and pulling up to 40 lbs.
- occasional twisting of body
- occasional use of manual dexterity
- occasional use of tactile acuity
- occasional use of visual acuity from a distance, with depth, and for color
- frequent work at a rapid pace
- frequent reaching, high, low, and level
- frequent audio acuity at all ranges, including speech

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- frequent visual acuity for reading
- constant standing
- constant use of clear oral communication.

**TOOLS AND EQUIPMENT USED**

- Kitchen equipment.

Revised: August 9, 2007