

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Preparation Cook

Unit: Food Service

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Job Code: K2360
Original Date: 07/2018
Last Revision: 07/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 3

DEFINITION

All Food Service staff are responsible for maintaining effective customer service levels and contributing to the ongoing profitability of ENTERPRISE GROUP operations. Under the direction of an assigned supervisor, grill, cook, fry, and prepare common breakfast and lunch/evening foods requiring short preparation times; operate large-volume kitchen equipment; maintain food service facilities in a clean and sanitary condition; may perform cashier, production, or clerical duties.

DISTINGUISHING CHARACTERISTICS

The Preparation Cook classification performs basic and routine food preparation, cooking, and frying using a variety of kitchen equipment and routine facility cleaning and maintenance. It may involve some basic direction to others, such as students, hourly workers, or new food service personnel in an assigned area. The Preparation Cook is distinguished from the Food Service Worker by higher level food preparation and cooking responsibilities. The Senior Food Service Worker is accountable for a major department within a kitchen operation, snack bar operations, convenience store, concession stand, or other ENTERPRISE GROUP food enterprise, is assigned as a skilled cook, and performs the most difficult duties required of the department or area.

EXAMPLE OF DUTIES

1. Grill, cook, fry, and prepare common breakfast and lunch/evening foods requiring short preparation times; operate large-volume kitchen equipment.
2. Perform basic food preparation service and equipment maintenance in assigned areas for the purpose of maintaining and enhancing Food Service operations.
3. Take customer food orders.
4. Receive payment from customers and make change as necessary; follow and maintain ENTERPRISE GROUP cash handling procedures as directed by the ENTERPRISE GROUP Revenue Control Assistant/Accounting Technician and Food Service Supervisor.
5. Clean food preparation equipment, work areas, cooking surfaces, and utensils.
6. Stock and restock kitchen supplies, rotate food, and stamp the time and date on food in coolers.
7. Maintain food service facilities in a safe, clean, and sanitary condition.
8. Ensure that hot foods are kept hot and that cold foods are kept cold.
9. Take inventory and maintain records.
10. May provide minimum, basic work direction, instruction, or training for students, hourly employees, and other food service employees as assigned.
11. Notify supervisor of operational needs.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic inventory procedures.
- Care and use of standard kitchen appliances, equipment, and utensils.
- Cash handling and basic cash control.
- Cash register operation.
- Computer literacy.
- Health and safety regulations.
- Methods of cleaning and maintaining food service area.
- Oral and written communication skills.
- Principles and methods of safe food preparation, serving, and storage.
- Record-keeping techniques.

Skills and Abilities:

- Apply appropriate food storage and packing principles to prevent spoilage, contamination, and damage.
- Communicate effectively both orally and in writing.
- Cook food on a flattop grill, an open flame grill, and/or in a commercial fryer.
- Establish and maintain effective working relationships with others.
- Maintain storeroom and work areas in clean, sanitary, and orderly condition.
- Make simple arithmetic calculations.
- Meet the public with courtesy and tact.
- Operate cash registers.
- Operate large and small kitchen equipment.
- Perform basic computer functions.
- Prepare and/or serve customer orders quickly and accurately.
- Take customer food orders in quick and accurate manner.
- Understand and follow oral and written directions.
- Work cooperatively with others.

Training and Experience:

Any combination of training and experience equivalent to: a high school diploma and one year of food service experience in a high production food service establishment, including experience cooking food on a flattop grill, an open flame grill, and/or in a commercial fryer. Completion of coursework related to food service quality, quantity, sanitation, and portion control is desirable.

License:

Must have valid Food Handler's card within 30 days of hire.

WORKING CONDITIONS

Physical Requirements:

Category I. Requires physical exertion, stamina, and flexibility.

Environment:

Moderate extremes with some exposure to less desirable conditions.