

# San Diego Community College District

## NANC JOB DESCRIPTION

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**Job Code:** N1360

**Original Date:** 08/2008

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

**Title:** Grill Cook I

**Unit:** Non-Academic/Non-Classified Service

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### **FUNCTION:**

Under the direction of a supervisor or contract food service worker, perform routine duties of a temporarily assigned area of food services; maintain food service facilities in a safe, clean, and sanitary condition; perform cashier and clerical duties. May provide direction to other employees regarding the preparation and/or service of menu items.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of cash handling and control; methods of cleaning and maintaining food service area; principles and methods of food preparation, serving, and storage; record keeping techniques; and care and use of standard kitchen appliances, equipment, and tools. Ability to prepare menu items according to written recipes and within cost parameters, take customer food orders, operate cash registers, make simple arithmetic calculations, understand and follow oral and written directions, work cooperatively with others; and meet the public with courtesy and tact. Experience working in a hospital, fast food outlet, restaurant, collegiate food service area, or commercial kitchen.

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

### **TYPICAL DUTIES INCLUDE:**

- Prepare menu items according to written recipes and within cost parameters.
- Cook foods requiring short preparation times; operate kitchen equipment.
- Take customer food orders.
- Accept payment from customers and make change as necessary.
- Balance receipts and payments in cash registers.
- Clean food preparation equipment, work areas, and counters or tables.
- Restock kitchen supplies, rotate food, and stamp the time and date on food in coolers.
- Maintain food service facilities in a safe, clean, and sanitary condition.
- Maintain records.
- May provide direction to other employees regarding the preparation and/or service of menu items.