

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
COOK**

Works under general direction to plan, order, and prepare hot meals for school children each day. Supervises the food services program, including kitchen helpers, stores and inventory control, and the maintenance of a quality program.

DUTIES AND RESPONSIBILITIES:

1. Plans and prepares menus, ordering, receiving, and storing food and associated supplies.
2. Organizes and assigns work tasks to helpers, providing on-the-job training, as required to obtain quality results.
3. Sorts and packages meals and snacks distributed to other preschool locations.
4. Prepares food and fixes snacks following accepted practices and procedures. Maintains kitchen area in an orderly, clean and safe manner.
5. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: No special educational requirements.

Experience: Requires experience gained through on the job training or on work related to job training; the total is in excess of one year but seldom in excess of three years.