

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

RANCH COOK

DEFINITION:

Works under general supervision, performs skilled large quantity food preparation of main dishes, vegetables, sauces, gravies, breads, desserts, and other items; maintains the kitchen and serving areas at the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility, in a clean and orderly condition; and performs a wide variety of duties, as assigned, related to the Ranch operations.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties using prescribed menus and recipes to prepare a wide variety of foods maintains appropriate kitchen sanitation, and adheres to strict deadlines. This classification is distinguished from other classes serving the MCOE by the nature of the work being specific to the Ranch.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Prepares entrees, soups, vegetables, meats, fish, casseroles, cereals, sauces and other foods;
- Bakes breads, desserts, pies, cakes and pastries;
- Makes sandwiches and salads;
- Checks recipes and alters quantities of ingredients needed according to expected number of patrons;
- Stores and plans the use of foods;
- Operates a wide variety of professional kitchen equipment, including barbeque;
- Prepares food for banquets, picnics and special events as assigned;
- Instructs staff in procedures of assigned tasks;
- Coordinates activities of staff to complete meal preparation and serves food within allocated time;
- Cleans and stores food services equipment and food supplies;
- Reports needed equipment repairs;
- Inventories supplies and equipment;
- Records needed food and supplies;
- Maintains recipe files;
- Instructs staff in safety precautions for use of food service equipment;
- Instructs staff on alternative food preparation when low inventory and/or specialized dietary requirements of clients, require substitutions while maintaining the original menu's nutritional requirements;
- Performs varied duties, as necessary requiring essentially the same efforts, skills, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination of training and experience which demonstrates possession of the knowledge and ability stated above and the skills and abilities to perform the duties of the position is the minimum employment standard for the class. A typical background is experience in cooking and baking large quantities of food where attention to nutritional balance was required. Must possess and maintain a valid California driver's license.

KNOWLEDGE OF:

- Principles and methods of quantity food preparation, service, and storage;
- Care and use of standard institutional kitchen appliances and equipment;
- Sanitation procedures related to industrial kitchens, particularly food preparation, service and storage;
- Basic mathematics and weights and measures;
- Appropriate safety precautions and procedures relating to food service;
- Procedures and equipment used in quantity food preparation, service and sanitation;
- Principles of cooperation with other workers in spontaneous situations;
- State and Federal regulations regarding food preparation, safety, and nutritional values of food in order to properly modify or substitute menu items;
- Proper lifting techniques;
- Familiarity with a variety of food allergies, specialized diets, and menu substitutions necessary to address customer needs efficiently within the allocated resources.

ABILITY TO:

- Demonstrate positive customer service practices when interacting with students and while engaging in work and at leisure when on facility grounds;
- Prepare large quantities of food skillfully;
- Operate standard kitchen appliances, equipment, and utensils;
- Read, follow, expand, and decrease recipes;
- Weigh and measure ingredients;
- Arrange and present foods in an appealing manner;
- Estimate amounts of food and ingredients needed;
- Initiate ordering and store food and other supplies;
- Understand and carry out written and verbal directions;
- Organize work and perform a variety of duties independent of supervision;
- Operate a vehicle in mountainous or wilderness conditions;
- Plan, organize, and prioritize work to meet deadlines and accomplish tasks within established timelines;
- Be flexible and receptive to change.

SKILLS IN:

Language Skills:

- Ability to read and write at a level sufficient for the performance of assigned duties;
- Communicate effectively with Marin County Office of Education personnel, parents, students, and the general public, demonstrating tact, diplomacy and sensitivity to individual concerns.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, and division using whole numbers, fractions and decimals.

Reasoning ability:

- Ability to apply common sense understanding to carry out simple instructions;
- Ability to deal with standardized situations with only occasional variables;
- Decision making skills to exercise independent thinking and good judgment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk and hear;
- Regularly required to smell and taste;
- Continuously required to stand or walk;
- Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, balance or sit.
- Uses hands to finger, handle, grip or feel;
- Reaches with hands and arms;
- Continuous use of arms raised in an unsupported position, lifting or holding material weighting up to one pound inclusive;
- Occasionally lifts over 25 pounds and up to 50 pounds inclusive, or the equivalent pushing or pulling;
- Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Continuous work with exposure to noise, heat and/ or fumes.