

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

	PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION California School for the Deaf, Fremont	POSITION NUMBER (Agency – Unit – Class – Serial) 204-830-2184-005	
UNIT Nutritional Services	POSITION CONTROL NO. 04400	
INCUMBENT	CLASS TITLE Cook Specialist II	

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.

Under supervision, works as part of the cooking team to prepare meals that are appetizing, appealing and safe to eat. Prepares, cooks, bakes and transports food items as specified on the production work sheets. Follow safe food handling techniques and practices. Utilizes and stores leftovers. Supervises Food Services Techs in the absence of the Supervising Cook II and the Director of Dietetics.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
30%	Turns on kitchen equipment at the start of the shift, including equipment use to prepare food, toasters, steam wells and Hot Food Holding boxes. Turn off kitchen equipment at the end of the workday. Gathers ingredients as needed for preparation, cooking and baking of menu items as specified on the menu production worksheet. Placing prepare items into the hot food holding cabinets and transporting of food items to California School for the Blind as specified on the food transfer worksheet. Cooking shall be done in batches as close to serving time as possible, following standardized recipes. Evaluate and adjust recipes under the guidance of the Supervising Cook II. Prepare foods for special diets.
30%	Responsible for following all food service safety and sanitation standards, during preparation, cooking, transporting and saving leftovers. Cover, label, date and store food stuffs following HCAAP guidelines. Receives, stores, deliveries food and supplies as needed. Must be able to lift 50 pounds.
30%	Exhibits and practices good personnel hygiene. Dishes and rotates of food sample trays. Cleans ovens and other pieces of major equipment. Maintains standard of safety and security. Cleans work area and equipment. Sweep and mop work area, cleans up spills, keeps counter areas clean and well organized. Returns unused food and supplies to freezer, refrigerator or storeroom as needed. Follow MSDS when handling chemicals. Uses steam cleaner or pressure washer when needed to clean carts or work areas.
10%	Keeps records, takes inventory, accurate recording on production worksheets. Instructs Food Services Tech 1's in proper portion control and monitors their compliance. Supervise Food Services Tech I's, in absence of Supervising Cook II and Director of Dietetics. Changes duty stations of Food Services Tech I's to meet the needs of the department. Assists with dishwashing as needed at California School for the Blind. Performs other duties as assigned.
	Note: There are a variety of specific work outlines that Cook Specialist II will work, on a rotating basis. Cook Specialist II will be working either at the CSD or CSB. MISSION: Provide excellent food service to the students and staff of Both CSD and CSB while displaying a pleasant attitude and work cooperatively with others while performing all the duties. Follow departmental policies and procedures. Attend meetings and training as needed. Must perform all work in a safe and sanitary manner.

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File