

Corning Union Elementary School District
Job Description

JOB TITLE: COOK/BAKER

Salary Range:	18 (effective 7/1/2026)	Department:	Cafeteria
Reports To:	Food Service Supervisor	Approved By:	Board of Trustees October 11, 2017

POSITION SUMMARY:

Under the supervision of the Food Service Supervisor, prepares/bakes food, orders supplies, and maintains inventory. Assures that foods prepared meet State, Federal, and local guidelines for proper nutrient content, etc.

ESSENTIAL FUNCTIONS:

Using various kitchen equipment, cooks main dishes; bakes breads and desserts, prepares vegetables and other foods.

Checks recipes and estimates quantities of supplies needed.

Assists in serving food, assuring proper portion control.

Assists in cleaning and storing cafeteria equipment and food supplies.

Assists in menu preparation.

Maintains the appropriate serving temperature of all foods.

Promotes a positive school climate by maintaining a positive and friendly attitude with students, staff, parents, and members of the public.

OTHER RESPONSIBILITIES (NONESENTIAL FUNCTIONS):

May order food and supplies.

Helps maintain inventory.

May be required to perform cashiering duties.

May be required to drive a District vehicle in the transport of food and/or kitchen supplies between school sites.

Other related duties as assigned.

PERSONAL QUALITIES:

Appearance, grooming, and dress must be functional and appropriate for working in a school nutrition program, as well as setting a good example for students.

Per professional guidelines and standards, must be willing to wear a hairnet, apron, proper foot attire, and other items required in a school kitchen to ensure employee safety and a sanitary environment at all times.

Ability to work productively alone, in small and/or large groups with people of all ages, and the ability to deal with conflict constructively.

Must have personality to maintain human relationships required by a public service agency, and be able to exercise discretion, tact, and confidentiality when meeting and working with staff, parents, and the public.

QUALIFICATIONS/EDUCATION:

Must possess a high school diploma or equivalent.

Ability to speak, read, write, and communicate effectively in English.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to lift up to 40 pounds.

Must possess a valid California driver's license.

Ability to follow oral and written directions.

Knowledge and/or experience cooking food in large quantities.

Knowledge of basic kitchen safety and sanitation.

Knowledge of mathematical skills required to extend recipes, large quantity ordering, etc.

Willingness to attend classes, workshops, etc., to obtain further knowledge in the field and to be in compliance with Federal and State professional standards and requirements.

Must possess and maintain legally required certification for school nutrition food handlers (ServSafe, etc.).

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. Physical aspects that this position classification must perform in

carrying out essential job functions are as follows:

Persons performing service in this position classification will sometimes exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects (must have assistance for anything over 50 pounds).

Involves constant movement within the work area and will involve walking or standing for extended periods. Requires manual dexterity to operate a variety of kitchen equipment.

Employee may be exposed to wet and/or humid conditions as well as heat and cold. The noise level is typically loud.

Employees may be exposed to fumes, airborne particles, and caustic chemicals.