

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

**JOB TITLE:**     *First Cook/Baker*

**Job Summary:** The job of “First Cook/Baker” is done for the purpose/s of ordering, preparing, serving and maintaining documentation of food items that meet mandated nutritional requirements as assigned by the manager/supervisor. This position is also responsible for providing a safe and sanitary work environment along with assisting assigned food service personnel in meeting the above expectations.

## **Essential Job Functions:**

- **Bakes** one or more items of baked goods for the purpose of providing food items to meet projected meal requirements
- **Cleans** utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions
- **Cooks** food, either prepared and/or from scratch for the purpose of meeting projected meal requirements
- **Directs** assigned personnel, students, workers and/or volunteer for the purpose of assisting the individuals to perform their functions in a safe and efficient manner
- **Estimates** food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste
- **Inspects** one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements
- **Prepares** documentation for the purpose of providing written support and/or conveying information
- **Prepares** food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements
- **Provides** quality customer service for the purpose of treating students and staff in a professional and friendly manner.
- **Reports** equipment malfunctions for the purpose of maintaining equipment in safe working order
- **Responds** to inquires of students, staff and/or the public for the purpose of providing information and/or direction regarding food items
- **Serves** one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel
- **Stocks** food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items
- **Transports** food and supplies to satellite locations for the purpose of providing nutritional meals to students at other school sites.

## **Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities

## **Essential Job Requirements - Qualifications:**

- **Experience Required:** One year job related experience in preparation of large quantities of food for a cafeteria setting or related field.
- **Skills, Knowledge and/or Abilities Required:** *Skills* to cook and bake large quantities of food items; perform basic arithmetic calculations; operate and maintain institutional kitchen; adjust recipes to various quantity demands, use standard office equipment. *Knowledge* of modern methods of food preparation, health codes, sanitation principles, and nutritional requirements. *Abilities* to stand for prolonged periods, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, reaching/handling, hearing, near visual acuity/depth perception.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver’s License, Food Handler’s Card, Criminal Justice Fingerprint Clearance and successful completion of district-required drug screen.
- **Other Specialized Requirements:** Completion of BBP (bloodborne pathogens) training.

First Cook/Baker Job Description

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**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:
 

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> <b>Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.</b>
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, \_\_\_\_\_ have read and received a copy of this  
PRINT YOUR NAME HERE

job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date