



CLASSIFICATION NO. 217
Established: 7/94
FLSA: Non-Exempt
EEO: 8

CAFETERIA COOK

CLASS CHARACTERISTICS

Under supervision, to prepare, cook and serve meals; to maintain and clean cooking equipment and working areas; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to County residents within the park district boundaries. The District operates a senior center facility providing various services, including cafeteria style meal service and meal delivery.

The Cafeteria Cook is responsible for providing a variety of meals, including hot and cold dishes and special dietary requirements. Incumbents may provide limited training and direction to volunteer kitchen assistants.

The Cafeteria Cook differs from the Cafeteria Cook, Senior which plans meals, purchases food and supplies and leads the work of assigned kitchen staff. It also differs from the Cook which prepares, cooks and serves meals to jail inmates or work release center residents in a county correctional facility.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Prepares meals according to established menus, including special meals to meet therapeutic and religious dietary needs; uses a variety of cooking methods, including baking, broiling, frying and steaming; cleans, trims, cuts and prepares meats and vegetables.
2. Maintains kitchen, cooking equipment and dining areas in a safe and sanitary condition; ensures cooking utensils, dishes and silverware are clean.
3. Assists in preparing and maintaining records related to the operation of the kitchen area; assists in storing food and materials and maintaining inventories.
4. Assists in the training and instruction of volunteer kitchen assistants in proper sanitation, safety and work procedures.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and techniques of food handling, preparation, cooking and storage; institutional kitchen operations; nutritional food values; sanitation methods for food preparation and serving areas; basic math, including fractions; occupational hazards and safety precautions.

Skill to: Cook and handle food in an appropriate, sanitary manner to maintain appealing and nutritious food content; safely operate, clean and service kitchen equipment and utensils; understand and follow oral and written instructions including menus and recipes; comply with health and food handling standards; follow and adjust recipes to obtain required quantities; make appropriate recipe substitutions; evaluate food qualities, such as freshness, cleanliness and proper cooking; communicate effectively, both orally and in writing; establish and maintain effective working relationships; train and assist volunteers in kitchen activities.

WORKING CONDITIONS

Duties require frequent standing, walking, squatting, kneeling, bending, twisting, balancing, overhead reaching, grasping, fine motor control, and the ability to lift up to 40 pounds, carry 15 pounds using pinching not grasping, and push/pull 25 pounds. Duties also involve frequent exposure to heat from grill, oven, steamer and dishwasher, and occasional exposure to slippery surfaces and confined spaces such as refrigerators, freezers and pantries.

Must be willing to occasionally work evenings, weekends and holidays as scheduled.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid State of Oregon Food Handler certification or valid food manager training certification that meets the requirements of the Oregon Food Code.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire: First Aid/CPR certification.

Edited: 5/17