



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., Hemet, CA 92545 – (951) 765-5100

## **COOK / CHILL TECHNICIAN**

### **JOB SUMMARY**

Under general supervision, to perform the major cooking duties in the Nutrition Center; oversee the maintenance, repair and upkeep of Cook / Chill equipment; assist in maintaining food production areas in a clean and sanitary condition; and perform other related work as may be required.

### **JOB DUTIES AND RESPONSIBILITIES**

- Utilize approved standardized recipes, ensuring appropriate procedures and techniques are adhered to;
- Work with Chef Manager to develop new standardized recipes and plan use of USDA commodities;
- Prepare meats, main dishes, vegetables, and other foods;
- Calculate quantities needs for production. Select, measure and prepare ingredients for cooking and adjust quantities as necessary;
- Schedule and chart menu items using production and planning sheets;
- Utilize proper sanitary principles, safety rules and practices according to Hazard Analysis Critical Control Points (HACCP) procedures and regulations;
- Maintain cooking facilities and equipment in a clean, safe and sanitary condition;
- Train and coordinate personnel in the proper and safe use of food service equipment, maintenance, repair and performance of duties;
- Maintain perpetual inventory off food bank, including all applicable record keeping;
- Perform maintenance on air actuated metered fill station;
- Start up, operate and shut down both low and high pressure steam boiler systems. Report any conditions necessitating repair for proper functioning;
- May assist with repair, maintenance, and upkeep of food service equipment;
- Maintain appropriate records and documentation, as needed, related to job functions;
- Determine necessary materials and supplies needed and requisition as needed;
- Check operation of new equipment prior to delivery and use;
- Ensure tools and equipment are properly used and cared for;
- Maintain proper portioning, utilizing appropriate utensils, according to recipe and planned production;
- Examine work site for needed repairs and maintenance;
- May advise on projects performed by outside contractors;
- Establish and maintain effective working relationships with others; exhibiting strong customer skills;
- Communicate effectively and professionally as required;
- Assist in other areas; during periods of reduced production volume and as needed;
- Perform other related work as may be required.

### **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Appropriate and correct methods for preparing and cooking in large quantities;
- Hazard Analysis Critical Control Points (HACCP);
- Methods of computing food quantities and adjusting menus;
- Care and use of kitchen utensils and equipment;
- Basic arithmetic and record keeping in ingredients used, quantities required, and nutritional values;
- Safe procedures for startup operation, and shut down of steam boiler;
- Safe working methods, practices and procedures;
- Laws applicable to steam boiler requirements;
- Correct English usage, spelling, grammar and punctuation;
- Office machines and equipment including the use of a computer;

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**COOK/CHILL TECHNICIAN (Continued)**

**EMPLOYMENT STANDARDS (Continued)**

**Ability to:**

- Cook skillfully in large quantities;
- Compute food quantities and adjusting menus;
- Prepare and maintain accurate reports and records;
- Provide leadership in the coordination and direction of the work of others;
- Understand and carry out oral and written instructions;
- Establish and maintain an effective working relationship with all levels of District staff, other agencies, community planning groups and the public; Work from diagrams, plans, rough drawings, specifications or verbal instructions;
- Communicate effectively both orally and in writing;
- Meet schedules and timelines;
- Plan and organize work;
- Analyze situations accurately and adopt an effective course of action that demonstrates good problem solving skills;
- Work independently with minimal direction or supervision;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** Two (2) years of recent paid experience in cooking in large quantities in an institutional-type setting is required; Prior experience with and demonstrated competency in operation of low and high pressure steam boiler systems as outlined by California Code of Regulations, Title 8, Section 781, Section C is required.

**REQUIRED LICENSES AND / OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California C Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record, and must be insurable at standard rates by the District's insurance carrier and maintain such insurability; A SERVSAFE Food Safety Management Certification is required.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Reach, bend, stoop and grasp (up to continuously); Stand, walk, look down (frequently); Reach overhead, push, pull, twist (occasionally); Crawl, lay down (infrequently); Lift/carry up to 50 pounds; Dexterity to grasp and manipulate manual and power driven tools/equipment (frequently); Use seeing, hearing and speaking.

**Working Conditions:** Work indoors, Nutrition Center, school sites; Outdoors, outdoor feeding locations (i.e. Seamless Summer), driving; Exposure to: cold/heat from freezer and ovens, cooking noises and odors, electrical, mechanical, and gas operated equipment; risk of electrical shock; cleaning fluids; may travel to other District sites; dust/wind; seasonal temperatures (to 110 degrees); Standing for prolonged periods on concrete floors.

Reasonable accommodations may be made to enable a person with a disability to perform the essential job duties and responsibilities of the job

**EMPLOYMENT STATUS**

Classified Bargaining Unit Position  
Range 35

Revised: October 2015