



Orange County Department of Education  
Human Resources Department  
Classified Class Specification

Class Code: 6048  
Date Adopted: 7/1/2024

FLSA Status: Nonexempt  
Union Representation: Represented

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## Culinary Services Worker

### GENERAL PURPOSE

Under general supervision, performs routine food preparation and food service duties in support of OCDE's cafeteria/kitchen center, including setting up serving areas; performing routine food preparation or serving food; preparing meals for delivery to schools; cashiering; washing dishes; cleaning and sanitizing the center; and performing related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Culinary Services Workers provide food services for the OCDE's schools and staff. Incumbents perform routine food service preparation and cleaning duties. Incumbents are responsible for ensuring the cafeteria and kitchen are maintained in a clean and sanitary condition, setting up serving areas, serving meals to customers, and ensuring that each child is delivered balanced, healthy meals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Prepare food, drinks, and condiments by slicing, heating, counting, weighing, measuring, cupping, cutting, and scooping into serving-size portions; prepare foods for individual meals and for food bars; tray and warm food in the oven; thaw food; wrap foods; prepare sandwiches; and prepare special meals.
2. Prepare ingredients for and cook a variety of main dishes and vegetable items; effectively adjust and/or follow assigned and previously selected recipes; and bake pastry, bread, cakes, cookies, and other dessert items.
3. Set up and prepare serving areas; set up and replenish hot food areas and food bars; fill warmers with food to be served; assemble plates, bowls, napkins, and utensils; tray and count food prepared; and prepare trays and pans.
4. Record the quantity of food used for each meal; count and stock coolers; count leftover food and beverages and store them in the pantry or freezer; fill and wrap food containers; and assist in conducting daily and monthly inventory.
5. Serve customers in the cafeteria; and perform cashiering duties, including taking tickets, collecting money, and making change.

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6. Perform general cleaning duties to ensure cafeteria/kitchen center and equipment are clean and sanitary; wash, dry, and put away equipment, utensils, and appliances; clean and sanitize work areas, carts, and coolers; and clean walls, fans, doors, and shelves.
  7. Inspect equipment including refrigeration and oven and ensure that are maintained at proper food-safe temperatures.

## **OTHER DUTIES**

On a five to six-month rotational basis, performs the following specific assignments:

1. ACCESS/Special Education Assignment
  - a. Cook, prepare, and assemble breakfasts or lunches for delivery to schools.
  - b. Pull ingredients and food items for orders; lift and takes boxes in and out of freezers and refrigerators.
  - c. Ensure correct students are selected from point of sale software program.
  - d. Provide management with weekly breakfast needs based on inventory on hand.
  - e. Update daily meal and delivery log.
2. Catering Assignment
  - a. Compile inventory of all catering requests for on- and off-site meetings.
  - b. Prepare and cook various items for catered events on site.
  - c. Deliver the order to the specified location at the time requested.
3. Cafeteria Assignment
  - a. Set up and prepare serving areas; set up and replenish hot and cold food areas; and assemble plates, bowls, napkins, and utensils.
  - b. Serve customers at specific stations; and perform cashiering duties, including collecting money and making change.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic methods of food preparation and service, including safe and proper temperature of heated foods.
2. Federal and state health and safety regulations as they apply to food preparation and services.
3. Basic methods used in cleaning and sanitizing kitchen equipment, utensils, appliances, and facilities.
4. Basic kitchen utensils, equipment, appliances, and methods of use.
5. Food allergies and eating capabilities of students at specific school locations.
6. Methods and practices of sanitary food handling.
7. Techniques of routine record-keeping and inventory.
8. Safe work practices.

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9. Personal hygiene requirements as applicable to assigned work responsibilities.

**Ability and Skill to:**

1. Prepare and serve food effectively under time constraints in a fast-paced environment.
2. Operate standard kitchen machines and equipment safely and efficiently.
3. Recognize when food substitutes need to be made in recipes due to specific student food allergies and diet restrictions.
4. Operate a cash register, count money, and make change.
5. Monitor and keep records of food temperatures, quantities of food used, and serving portions.
6. Communicate clearly and effectively, both orally and in writing; and understand and follow oral and written instructions.
7. Deal with sensitive and difficult situations.
8. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, and others encountered in the course of work.
9. Must demonstrate attendance sufficient to complete duties of the position required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least two (2) years of experience preparing and serving food in a food service operation; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A current County approved Food Handler's Certificate.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills;

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perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in assigned OCDE cafeteria/kitchen center, and the noise level can be loud. The employee is exposed to wet and humid condition, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals, and the risk of electrical shock. The employee works around mechanical equipment, may be required to climb ladders and walks on surfaces that may be slippery.