

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6596  
Pay Grade: D07

FLSA: Non-Exempt

<b>FOOD AND NUTRITION COOK SPECIALIST</b>
<p><b><u>REPORTS TO:</u></b> Food and Nutrition Manager I- IV</p>
<p><b><u>SUPERVISES:</u></b> Food and Nutrition Assistants</p>
<p><b><u>QUALIFICATIONS:</u></b> Completion of the eighth grade with functional skills in reading, writing and mathematics, plus six (6) months of experience in food service activities. Current Food Safety certification. Successful completion of the Pinellas County School Board Food and Nutrition Specialist class.</p> <p><b><u>PREFERRED:</u></b> High School diploma or GED.</p>
<b>MAJOR FUNCTION</b>
<p>Performs specialized kitchen duties in preparing food, cashiering and overseeing activities of the Food and Nutrition Program. Provides lead supervision of support staff.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Responsible for lead direction of support staff in the preparation of food, within the established production system.</li> <li>• Assures acceptable standards are met by using standardized recipes, established preparation and service methods and proper food handling techniques.</li> <li>• Follows written recipes and instructions; uses mathematics to check recipe conversions; assists in the control of food by recording food used in preparation, and leftovers.</li> <li>• Communicates with Food and Nutrition Manager on production schedules and plans for unusual situations.</li> <li>• Prepares main dish entrees, vegetables, desserts, breads, and other related cooked or baked goods; responsible for the quality and quantity of food prepared for serving.</li> <li>• Operates commercial kitchen production equipment.</li> <li>• Insures that safe working conditions exist and are practiced in the kitchen area; maintains defined safety standards in operating equipment and handling kitchen tools.</li> <li>• Observes and practices rules of sanitation; responsible for the cleanliness of the preparation area, storeroom, freezers, refrigerators, and equipment used.</li> <li>• Checks food and paper supplies; estimates quantities and signs out supplies from storage areas; takes monthly inventory as assigned.</li> <li>• Cleans work areas and equipment; sweeps and mops kitchen floor.</li> <li>• Performs lifting on a routine basis.</li> <li>• Assists with Food and Nutrition catering requests as needed.</li> <li>• Maintains professional rapport with coworkers, staff, students and parents/guardians.</li> <li>• Assists with training of new employees.</li> <li>• Participates in professional development/training and maintains the hours required by USDA for Professional Standards.</li> <li>• Performs other related duties as assigned.</li> </ul>

**FOOD AND NUTRITION COOK SPECIALIST**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21

**FOOD AND NUTRITION COOK SPECIALIST**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Food and Nutrition Cook Specialist - SEIU