

The University of Texas at San Antonio

Job Description

Job Title: Cook
Code: 16177
Salary Grade: 52
FLSA Status: Non-Exempt
Department/Division: Child Development Center
Reports To: Director, Child Development Center

Summary

- Function: Plan and maintain the child development center food service.
- Scope: Responsible for planning and maintaining the child development center food service.

Duties

- Typical:
 1. Plan and develop menu for child development center; ensure appropriate nutritional guidelines are met.
 2. Wash, cut and prepare food for cooking; cook and serve a large variety of foods; ensure food is cooked satisfactorily in both quality and quantity prepared.
 3. Maintain adequate inventory of cooking ingredients; shop for listed food and supplies while adhering to assigned food budget.
 4. Maintain sanitation, health and safety standards in the work area; prepare and store food in accordance with accepted sanitation procedures; wash, sanitize and store dishes, tableware and kitchen utensils; operate and maintain in clean and safe fashion a variety of kitchen equipment including range, oven, slicer, refrigerator, freezer and dish washer
 5. Performs other duties as assigned.
- Periodic:
 1. N/A.

Education

Required	Preferred
High school diploma or GED.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A
Food protection management certification.	
TB test.	

Experience

Required	Preferred
One year as a cook in an institutional or child development environment.	N/A

Equipment

Required	Preferred
Knowledge in the use of personal computers.	N/A
Knowledge of kitchen appliances and utensils including but not limited to stoves, dishwashers, ranges, refrigerators, and freezers.	

Working Conditions

Usual	Special
Conditions include working around noise, extreme temperatures, and some physical hazards associated with kitchen equipment and utensils.	N/A
Move food weighing up to 25 pounds from vehicle to food storage and preparation area.	
Normal kitchen/cooking environment.	

Supervision

Received	Given
General supervision by the director.	None

Accuracy

Proficiency in all phases of work performed.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.