

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JANUARY 2008**  
**RANGE: 37.5**  
**FOOD SERVICE SERIES**  
**CLASSIFIED**  
**CODE: 7**

**COOK/BUS DRIVER (KEEP)**

**DEFINITION**

Under general supervision, to perform specialized and skilled tasks in the preparation and cooking of a variety of foods in a production food service facility;

to assist in the coordination and supervision of food service personnel;

to maintain production activities at a high level of quantity and quality;

drive school bus or transportation equipment when required;

to do other related work as required.

**EXAMPLES OF DUTIES**

Coordinates, organizes, and participates in the preparation, cooking, baking, and preparation for delivery of a variety of foods, including entrees, main dishes, vegetables, and other hot foodstuffs;

reviews and follows recipes and menus in the preparation of meat and other main dishes and specialty food items;

prepares hot and cold sandwiches;

assists in maintaining appropriate inventory of nonperishables;

participates in the research and testing of new food products;

estimates needs for supplies and foodstuffs;

may prepare food for banquet and catering type food service activities;

inspects the food service area of responsibility to maintain it in an orderly, safe, and sanitary condition;

drive school bus when required;

may substitute for Lead Cook.

**QUALIFICATIONS**

*Knowledge of:*

Skilled and specialized methods and procedures for cooking food in large quantities;

sanitation, safety, and inventory control;

standard food service production equipment, appliances, and utensils;

basic arithmetic and simple record keeping.

Ability to:

Efficiently and skillfully prepare main dish and specialty food items;

maintain food production and operational standards;

increase, decrease, or adjust recipe quantities as required;

withstand exposure to hot steam and heat as well as cold from refrigerators and freezers;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift and carry 50 pounds, climb step ladders, stoop, bend, squat, and stand for long periods;

drive a school bus and other transportation equipment safely and efficiently;

see and hear sufficiently to perform duties listed above.

Experience:

Two years of experience in quantity food preparation, including cooking, serving, and kitchen maintenance in a commercial, institutional, or school food service setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training in nutrition, quantity cooking, or other related areas;

possess or secure within one month of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

Completion of a school bus driver training program.

Possession of a valid Class B Motor Vehicle Operator's License and appropriate School Bus Driver's Certificate.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

1/18/08

F:\Cook-BusDriverKEEP

Replaces Cook KEEP

Revisions, to title, range and content 1/10/08