
HEAD COOK

Job Title: Head Cook

Qualifications:

1. High School Diploma or equivalent
2. Strong characteristics of cooperation, flexibility, initiative and industriousness
3. Personality necessary for a people organization
4. Prior experience in a school setting is desirable
5. Ability to read, reason, and understand policies and procedures and related information and to follow verbal and/or demonstrated instructions
6. Physical ability to perform all necessary job related upper and lower body movement
7. Ability to talk, hear, see, speak and correctly perceive
8. Ability to do reaching, lifting, basic math, writing, eye-hand coordination, sitting, and stooping
9. Ability to lift, carry and store foods and food related products (up to 60 pounds)
10. Other qualifications as deemed appropriate

Reports To: Food Service Director

Job Goal: To perform a variety of functions for the School Nutrition program to prepare and serve a reimbursable meal to all students

Performance Responsibilities:

1. Is responsible for high standard of nutrition for all students
2. Is responsible for the daily operation of the kitchen and staff at the kitchen
3. Is responsible for preparing meal as listed on the menu in amounts needed
4. Is responsible for ordering food and supplies
5. Is responsible for completing paperwork promptly as required by the food service director
6. Assists as required in preparation and serving of breakfast program
7. Assists in student/meal accountability as required in school assigned
8. Assists in preparation, serving and clean up of meals
9. Is responsible for accepting and putting away products
10. Performs other related duties as assigned by the food service director
11. Knows and follows established sanitation procedures, including proper storage for various food items, handling of food in preparation, cleanliness, dishwashing techniques, and proper dress for the kitchen
12. Has the ability to operate necessary equipment in the easiest, safest, and fastest way at the maximum capacity
13. Has the ability to stand for long periods of time
14. Has the ability to reach and turn continuously
15. Has the ability to work harmoniously with staff
16. Is knowledgeable in handling foods
17. Other duties as assigned

Legal and Ethical Duties:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students
3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrate loyalty, dependability, integrity, and other ethical standards
6. Follows the chain of command for various administrative procedures and student or program concerns

Terms of Employment: Hourly rate determined by the terms of the negotiated agreement. Hours of work and location to be determined by the food service director

Evaluation: This will occur once at the end of the probationary period, thereafter, annually by the Food Service Director for review by the building administrator and business manager

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.