Personnel Department

Browning Public Schools
JOB DESCRIPTION



Head Cook

Summary of Functions

Oversees and manages all aspects of cafeteria to ensure that students and staff are served with nourishing and nutritious meals in an atmosphere of efficiency, cleanliness and warmth and performs various functions to carry out those objectives.

Essential Duties and Responsibilities

1) Planning – Assists supervisor in planning menus and daily schedules. Estimates quantities of all food products necessary for producing adopted menus based on servings required. Assists supervisor in planning to improve efficiency and reduce costs. Prepares and plans daily work schedule. Coordinates planning with appropriate personnel to ensure implementation of plans and to avoid mistakes and delays.

2) Supervision – Under direction of supervisor, provides direction, control, and training to cafeteria staff. Monitors time to ensure that hours worked and time sheets are accurate. May be assigned to approve routine leave requests and to obtain suitable substitutes. Promptly refers problem issues or concerns regarding cafeteria staff to supervisor. Assists supervisor in evaluation of cafeteria staff.

3) Operations – Follows adopted menus. Prepares and cooks food in appropriate quantities to serve students and staff. Organizes and directs serving line and helps serve food. Ensures that surplus food products are properly stored for future use. Monitors waste and provides assistance to the supervisor in reducing or eliminating waste. Completes menu book daily. Travels to central office as necessary to carry out duties and responsibilities.

4) Security – Maintains and controls inventory of all cafeteria food products, supplies and equipment including use, storage, and accurate records. Provides oversight and supervision to eliminate losses of inventory due to pilferage, spoilage, or accidental loss. Secures cafeteria when not in use.

5) Safety – Prepares, handles, stores and disposes of food products in accordance with appropriate safety standards. Trains cafeteria staff in workplace safety to prevent injuries and accidents. Monitors cafeteria equipment to determine that it is well maintained and safe for intended use.

6) Sanitation – Maintains, in all respects, a sanitary cafeteria. Supervises and inspects cleaning to ensure that all cafeteria facilities, including floors, cafeteria equipment, pots, pans, counters, and tables are clean and sanitary.

7) Organization – Develops methods and procedures to monitor activities to meet scheduling and related deadlines relative to all aspects of the cafeteria facility. Plans, organizes and maintains resources and records in an orderly, logical manner.

8) Public Relations – Takes affirmative steps to develop good cooperative relationships with vendors, staff, students, visitors, and others who utilize or provide service to the cafeteria facility. Strives to create a positive, friendly environment, with emphasis in making children feel at ease and enjoy their cafeteria experience.

9) Reports – Prepares and submits required reports and documentation relating to cafeteria operations.

10) Training – Participates in in-service training programs, as assigned. Provides orientation and training to new cafeteria staff.

11) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Director of Food Services. Under direction of the Director, oversees and directs assistant cooks and cafeteria staff on a day-to-day basis.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- Two (2) years of experience in food services field.
- Knowledge of and experience in food preparation, particularly in preparing large quantities.
- Proficient with computers and desktop applications, preferably Microsoft Word and Excel.
- Ability to interact positively with students, supervisors and staff.
- Ability to read and interpret written instructions.
- Must have, or be able to obtain during the probationary period, a food handler's permit.
- Physical ability to sit and walk for a portion of the time; stand for extended periods; and to exert 10 to 25 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to work with others and without close supervision.
- Good work habits.

Desirable Qualifications – Previous food preparation experience in a school/institutional setting. Previous successful supervisory experience. Knowledge of automated cafeteria accounting systems.

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

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.