



Position: Head Cook

Reports to: Food Service Supervisor

General Responsibilities: Under general supervision, provide work direction and guidance to assigned staff, perform food production, record keeping duties in a production kitchen; prepare meals, clean kitchen equipment and utensils, maintain necessary records.

NOTE: The below lists are not ranked in order of importance

Essential Functions

Supervise and participate in the preparation of the kitchen for the opening and closing of school
Recommend individuals for employment in the food service department
Input inventory on a spreadsheet. Itemize inventory of food on a monthly basis and deliver to Food Services Director, along with invoices of purchases
Provide an annual inventory of food and materials at the completion of the school year
Supervise and control the purchase of food and supplies
Have knowledge of sanitation standards and ensure all food service staff are aware of these standards
Enforce health department regulations and those directed by administrative and Board policy
Cooperate with building principal(s) in making schedules regarding the general operation of the kitchen
Provide training to cooks on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment, and orderly housekeeping

Monitor food production and service to ensure that planned menus are followed and substitutions comply with meal requirements
Make contact with the public with tact and diplomacy
Maintain respect at all times for confidential information, e.g., free and reduced meal program participants
Interact in a positive manner with staff, students, and parents
Promote good public relations through personal appearance, attitude, and conversation
Attend meetings and in-services as required
Rotate and store stock
Keep accurate records of sales, production records, and inventory records
Maintain a pleasant, cooperative working atmosphere
Assist as needed on assignments in the kitchen and cafeteria
Check-in and put away deliveries
Work with the Food Service Director to implement the regulations and Child Nutrition Program guidelines

Other Duties and Responsibilities

Perform any and all other duties assigned by the Superintendent

Required Knowledge, Skills, and Abilities

Ability to work effectively with others
Ability to communicate ideas and directives clearly and effectively both orally and in writing
Effective, active listening skills
Organizational and problem-solving skills
Ability to work quickly and efficiently during lunch periods
Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
Able to assist with food preparations in large quantities
Ability to read and understand verbal and written instructions, written warnings, and labels
Ability to follow recipes
Knowledge of various cooking procedures
Ability to estimate the amount of food needed for one day's menu
Baking and cooking skills
Basic math skills for preparing recipes proportional to lunch population and cashier responsibilities
Ability to work independently
Stay up to date with ServSafe's Manager Certification in Food Protection courses.

Minimum Qualifications:

- BCI&I and FBI check
- Basic knowledge of kitchen utensils and equipment and food handling techniques

Required Knowledge, Skills, Abilities:

- Methods of completing the preparation of food in large quantities
- Methods of cleaning and maintaining food service areas, utensils, and equipment.
- Experience in training and providing direction to cafeteria workers and student helpers.
- Operate appliances and equipment at the school cafeteria.
- Maintain records, and prepare reports.
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with others.
- Ability to assume responsibility, be flexible, and handle change productively.

Physical Requirements

- Lifting heavy canned food cases
- Stooping and bending
- Dexterity to operate various kitchen equipment and utensils
- Ability to reach overhead to store food and related materials

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The qualifications listed above are intended to represent the education, experience, skill, and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

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