

JOB DESCRIPTION

Position:	Head Cook
Reports to:	Food Service Supervisor/Support Services Manager/Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Non-Exempt
Description:	Responsible for kitchen operations and assists in assignment of cafeteria employees. Responsible for scheduling supplies, efficiency of operations and maintaining order. The position involves decision-making and communicating with the entire school community
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Assemble food for transfer to satellite schools
- Fill out daily usage papers
- Assist with regular inventories of raw food, materials, and equipment
- Adhere to rigid sanitary standards in work and attire
- Report the inferior quality of food or faulty equipment to the appropriate supervisor
- Follow rules, regulations, and policies of the school lunch program
- Follow the school district menu and see that all necessary foods and supplies are on hand in accordance with the menu
- Complete and submit food orders according to menu and forward to the appropriate supervisor
- Prepare and serve quality food to the students in a quick and pleasant manner
- Adhere to prescribed standardized recipes
- Maintain orderly and clean work areas
- Prepare and serve food in an attractive manner
- Serve food to students when necessary
- Schedule and plan in advance foods that need to be defrosted
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced lunch students
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required
- Respond to routine questions and requests in an appropriate manner
- Assists in scheduling of employees
- Assign kitchen personnel to various duties as the need arises and time permits, in order to maintain efficient kitchen operation with the approval of the appropriate supervisor
- Instruct new personnel in regard to job responsibilities along with the appropriate supervisor
- *Promote good public relations*
- *Serve as a role model for students in how to conduct themselves as citizens*

Other Duties and Responsibilities:

- Prepare main dishes
- Assist in the daily cleaning of all kitchen equipment
- Assist with meal preparation when time allows
- Direct the preparation of sandwiches, hot and cold, casseroles, soups, pizzas, desserts, nachos, and other a la carte foods

- Operate school van when necessary
- Perform other related duties as may be assigned by the appropriate supervisor

Qualifications:

- High school diploma or general education degree (GED)
- Must be bondable and able to operate cash register
- One to two years related experience
- Valid Ohio driver's license
- TB test as necessary
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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 OSHA training
- Experience cooking in large quantities
- Experience in preparing school lunches
- 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

Equipment Operated:

- Conventional oven/stove
- Can opener
- Mixer
- Grinder
- Slicer
- Knives
- Microwave
- Food processor
- Dishwasher
- Calculator
- Fryers
- Steamers
- Vending machines
- Electric kettle and grills
- Cafeteria van

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly children
- Occasional travel, i.e., to pick up food and/or materials
- Occasional ability to work evenings/weekends/summers
- Frequent requirement to sit, stand, walk, talk, hear, see color differences, read, speak, reach, stretch with hands and arms, scoop, and stoop
- Frequent requirement for excessive standing during assigned work day
- Frequent requirement to lift various food stuffs up to a maximum of 50 pounds

- Frequent repetitive hand motion, e.g., cutting and grinding
- Occasional overtime work as needed
- Frequent requirement to push and pull various food stuffs up to a maximum of 50 pounds
- Occasional requirement to crouch, kneel and climb

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.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date:

Note: Items in italics are questionable because of their subjective nature and are difficult to evaluate. However many schools like to include these items.