

## **MORTON UNIT SCHOOL DISTRICT 709**

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### **JOB DESCRIPTION**

**TITLE:** Food Service Manager/Head Cook

**QUALIFICATIONS:**

1. Illinois Manager's Sanitation Certificate from the Illinois Department of Public Health or required obtain within 30 days of employee's starting date
2. Current Illinois Driver's License

**REPORTS TO:** Director of Food Service

**JOB GOALS:** To assist in providing a well-organized, efficient cafeteria in which students can enjoy the food and nutritional services provided.

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL DUTIES):**

1. Prepares and serves food to students and staff with reasonable speed and accuracy.
2. Follows standardized recipes and reports discrepancies to the Director of Food Service.
3. Operates food service equipment in a safe and efficient manner.
4. Washes and sanitizes food service equipment and utensils as needed.
5. Keeps food production, storage, and service areas clean and sanitary.
6. Refers to Director of Food Service for the correct portion sizes, temperature, composition, and appearance of menu items.
7. Maintains high quality of food and service and informs the Director of Food Service of any deficiencies.
8. Assists in conducting food, supply, and equipment inventories
9. Maintains cheerful disposition & positive attitude while preparing and serving food to students and staff.
10. Able to understand and follow written and verbal instructions.
11. Demonstrates a willingness to improve skills.
12. Works as a member of the school food service team.
13. Operate point of sale system/cash register
14. Assists with other duties as assigned.

**EXPERIENCE/KNOWLEDGE:**

1. Experience in the food service industry preferred.
2. Experience as head cook preferred.
3. Experience with the National School Lunch Program preferred.

**EDUCATION:**

1. High school diploma or general education degree (GED).