

**SOUTHWEST LICKING LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** HEAD COOK

**File 803**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Manages the preparation of food in compliance with nutrition, health and safety regulations.

**Minimum Qualifications:**

- High school diploma or GED. ServSafe ® Food Protection Manager Certification is advantageous.
- Institutional food service and budget management skills verified by training and/or work experience.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Follows complex instructions. Recognizes and corrects errors independently.
- Maintains a record free of criminal violations that would prohibit public school employment.

**Physical Demands:** Duties require lifting/moving materials weighing up to twenty-five pounds, operating commercial kitchen equipment and performing repetitive tasks.

**Essential Functions:**

- 1. Manages food preparation activities. Actively monitors, instructs and empowers assigned staff. Identifies/implements quality nutrition and food service improvements.**
  - Prioritizes tasks. Completes assignments within required time-frames.
  - Manages accurate data collection and timely processing of paperwork.
  - Monitors/facilitates department compliance with all pertinent local, state and federal laws.
  - Addresses issues that arise during the absence of the department supervisor.
  - Assists with department orientation programs.
  - Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Helps develop effective solutions for work-related problems.
  - Helps coordinate department meetings and in-service training activities.
  - Helps manage the department budget. Monitors vendor pricing to control costs.
  - Maintains a sufficient inventory of essential supplies to ensure reliable service levels.
  - Consults with department staff to develop recommendations for replacing/upgrading equipment.
  - Identifies maintenance needs and notifies the department supervisor.
  - Receives food/supplies. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
  - Verifies invoices for payment. Helps prepare revenue and expense projections as requested.
  - Helps prepare an accounting of daily receipts and meals served. Reconciles, prepares and makes bank deposits. Submits records to the office as directed.
  - Helps process applications for the free and reduced-price lunch program.
  - Maintains open lines of communications with parents. Responds promptly to questions and concerns. Helps maintain the district food services webpage as directed.
  - Complies with USDA child nutrition guidelines. Provides appealing consumer-orientated food options. Monitors customer satisfaction. Attends to the needs of students with dietary restrictions.
  - Uses standardized recipes to maintain quality control. Monitors production sheets.
  - Ensures compliance with health and food safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, temperature controls, etc.).
  - Helps direct serving line set up and the attractive presentation of food.
  - Manages the sanitization of equipment and the storage or disposal of leftover food.
  - Assists with district special events and non-school use of food service facilities as directed.
  - Documents staff injuries that require treatment. Prepares accident reports.
  - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
  - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
  - Keeps an acceptable attendance record and is punctual.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Respects privacy. Maintains the confidentiality of privileged information.
  - Sustains an effective working environment. Performs all aspects of the job.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.