



Title: **Food Service Building Head Cook_____**

FLSA STATUS: **Non-Exempt**

REPORTS TO: **Taher Food Service Manager**

TYPICAL CLASS ESSENTIAL DUTIES:

- Serve as a lead to staff to include assigning and monitoring work and providing direction.
- Prepare food and other daily food items, which includes taking out menu items and ingredients, taking oven and refrigeration temperatures, and preparing and cooking meat, side items, deserts, and other food items as required.
- Serve food and daily meals to students, teachers, staff, guests and other customers.
- Assist with ensuring proper sanitation and food service guidelines are followed.
- Ensure that a clean, safe and sanitary cooking environment is maintained.
- Assist with monitoring an inventory of food and supplies and prepares orders and requests based on inventory levels and daily menus.
- Complete appropriate forms and records and prepare operational reports.
- Perform other duties of a similar nature or level of responsibility.

TRAINING AND EXPERIENCE:

- High school diploma or GED
- Five (5) years of food service experience

LICENSING REQUIREMENTS:

- Serve Safe Certified preferred, but not required.

KNOWLEDGE:

- Food preparation techniques
- Principles and practices of assigning and monitoring work
- Principles and practices of cleaning
- Practices and methods of sanitation
- Applicable operational laws and regulations
- Food service equipment
- Principles and practices of safety with cleaning products
- Basic math principles

SKILLS:

- Prioritizing and assigning work
- Preparing food
- Cleaning food service equipment and applicable areas
- Maintaining a sanitized work environment
- Operating and dismantling of food service equipment
- Maintaining a safe work environment
- Performing basic mathematical calculations
- Preparing simple reports
- Communicating efficiently as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

- Positions in this class typically require: stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Need to have the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- Applicants may be subjected to fumes and extreme temperatures.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:

Approved by the School Board on 5/23/11