

Job Title:	HEAD COOK / FREE-REDUCED PROCESSOR
Department:	Food Services
Reports to:	Director of Food Services, Assistant Superintendent
Classification:	Non-exempt / Support Staff
Employment:	9 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

Head cooks are responsible for coordinating the preparation and delivery of meals through the district's food service program. Responsible for cleanliness, and record keeping in the assigned kitchen and cafeteria. Monitor compliance with all health and sanitation regulations. The Free-Reduced Application Processor works with the Direct Certification process through the Missouri Department of Elementary and Secondary Education, and reviews all applications to determine eligibility for free or reduced-price meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Head Cook

1. Supervises and directs cooks and cafeteria workers as needed to ensure efficient daily operation of the food service program.
2. Prepares and serves meals and snacks to students.
3. Has responsibility for checking receipt of all supplies delivered to the school kitchen and storeroom. All merchandise must be checked and counted, and all invoices properly signed.
4. Maintains all records pertaining to the daily participation of the lunch program.
5. Maintains an inventory of the surplus commodities on hand and report each month to the Food Services Supervisor.
6. Has responsibility for the cleanliness and orderliness of the school kitchen and storeroom.
7. Operates basic kitchen equipment including slicers, fyers, openers and dishwashers.
8. Monitors refrigerators, freezers, and dishwashers for proper temperatures.
9. Supervises and assist the kitchen staff in the preparation of meals (breakfast and lunch) each school day according to published menus.
10. Makes recommendations to the Food Services Supervisor for improvements to the school meals program.
11. Assists in determining undesirable brands of foods, which are not conducive to a quality meal.
12. Provides a health certificate signed by a licensed physician prior to reporting for duty each year.
13. Operates a cash register.
14. Performs other duties as assigned by the Director of Food Service.

Free-Reduced Application Processor

1. Has basic knowledge of the Free-Reduced National School Lunch Program and application process.
2. Has basic knowledge of the Missouri SNAP program.
3. Has basic knowledge of the Direct Certification through the Missouri Department of Elementary and Secondary Education MOSIS system.
4. Has basic knowledge of the AXSIS Student Records program.
5. Reviews all applications for free and reduced prices lunches and notify of approval or denial. Maintains applicant records and notify individual schools of eligible students.
6. Confirms questionable and/or unclear information supplied by the applicant.
7. Enters student free-reduced meal status into AXSIS.
8. Provides eligibility information to parent(s)/guardian(s).
9. Files applications; performs annual verification procedure.
10. Maintains application file for annual audit purposes.
11. Maintains confidential nature of all school-related matters.
12. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

The Head Cook supervises and directs cooks and cafeteria workers.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High School Diploma or equivalent. Experience in large scale food preparation. Excellent interpersonal skills. Strong organizational skills. Such other qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Provide clear and complete instruction

Read and comprehend simple instructions, short correspondence and memos in English

Write simple correspondence

Communicate one on one and in small groups

Maintain appropriate relationships with students and coworkers

Computation

Ability to add, subtract multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

Reasoning

An individual who holds this position must have the ability to:
Comprehend and follow detailed but basic written or oral instructions
Solve simple problems with few variables in stable conditions

Technology

Ability to operate a cash register. Operates the student records food service module.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

An individual who holds this position must have the ability to:
Frequently walk short distances
Continuously stand
Frequently bend or twist at the neck and torso
Continuously grip
Occasionally reach, stoop, kneel and crouch
Frequently lift ten pounds and occasionally lift fifty pounds
Use close, distance and peripheral vision

Hours / Attendance / Travel

Consistent and regular attendance is an essential duty of this position. Monday through Friday, beginning and ending time set by supervisor.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.