

## *Food Service – Head Cook*

- QUALIFICATIONS:**
1. High school education or equivalency.
  2. Prior experience in food preparation and such alternatives as the Board may find acceptable.

**REPORTS TO:** Food Service Director

**JOB GOAL:** To provide the best quality meal at the lowest price.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Knows and understands the components of the school lunch meal pattern.
3. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
4. Maintains the highest standards of safety and sanitation in the kitchen.
5. Reports to the school Food Service Director any inferior quality food received from vendors.
6. Discusses kitchen or staff problems with the school Food Service Director.
7. Reports any accidents in the kitchen to the school Food Service Director and school administrator.
8. Requisitions on a weekly basis for all necessary supplies and completes purchase orders properly.
9. Helps with any phase of kitchen operations as assigned or as necessary.
10. Helps with special activities as needed.
11. Prepares work schedules for kitchen personnel.
12. Attends staff meetings called by the school Food Service Director.
13. Supervises and trains cooks, student employees and substitutes.
14. Keeps accurate records of accountability for all meals, extra milk and ala carte items served daily to students and adults.
15. Fills out proper forms and sends them to the Food Service Director to ensure accurate reporting.
16. Is responsible to ensure all money is collected and lunch tickets are scanned daily.

**TERMS OF EMPLOYMENT:** Salary is determined by salary schedule; work year to follow school calendar and/or as directed by the Food Service Director.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Performs all duties as listed on the job description
- Keeps accurate records
- Ability to work with others
- Ability to work independently without supervision
- Physical health as required for job performance and as required to pass the State health requirements for food service personnel
- At all times maintains food service sanitation and kitchen safety

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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(BOE Revision: 8/13/2012)

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