

Production Lead Cook

Purpose Statement

The job of Production Lead Cook is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for supervising food preparation; preparing menus; creating supply lists; ordering food items; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to Director of Food & Nutrition Services or Designee

Essential Functions

- Cleans utensils, equipment, and the storage, food preparation and serving areas (e.g. kitchen equipment, etc.) for the purpose of maintaining sanitary conditions.
- Cooks food, prepared and/or from scratch for the purpose of meeting mandated nutritional and projected meal requirements.
- Coordinates the preparation of catered food orders (e.g. ordering food, preparing food items, scheduling delivery, etc.) for the purpose of organizing catered events, overseeing event staff and providing production assistance.
- Estimates food preparation amounts and adjusts recipes, if required, (e.g. multiple/complex menus, etc.) for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Follows multiple/complex recipes and menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food items and consumable supplies for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Orders food, equipment and supplies (e.g. milk, bread, produce, etc.) for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees the preparation, cooking, and serving of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Other Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; sanitation practices; nutritional standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: High School diploma or Culinary Arts Certificate and at least five years of experience as a production chef in a large volume environment or school food service production kitchen.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

ServSafe Managers Certificate

Continuing Educ. / Training

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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