



Opaa! Food Management, Inc. Job Description

Job Title:	Head Cook/Kitchen Manager
Job Code:	DOT 313
Location:	
Reports To:	Director of Nutrition Services
FLSA Status:	Non-exempt

SUMMARY

Coordinates food service activities of a building and assists with the cooking and preparation of breakfast and lunches. Assists with occasional catering functions for students, staff, and patrons of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to this manager.

- Monitors food and food preparation to maintain quality standards for preparation, presentation, and sanitation.
- Coordinates the daily transport schedule of food going to all satellite buildings (where applicable)
- Promotes customer service by investigating and resolving food quality and service complaints.
- Rotates in all areas of cooking and preparations for entrees, soups, salads, vegetables, fruits and other foods.
- Prepares and serves all components of the breakfast program (Elementary). Supervises the kitchen staff.
- Prepares food order and submits to Director of Nutrition Services. Orders bread and milk items for building where applicable.
- Maintains accurate production records. Computer skills would be helpful.
- Maybe responsible for performing a weekly inventory of food and supplies as well as a monthly inventory of government donated commodities.
- Ensures that food and supply items are properly stored.

- Records refrigerator and freezer temperatures daily.
- Weighs and/or measures ingredients.
- Operates slicers, mixers, grinders, and other equipment.
- Keeps work areas neat and clean.
- Washes pans and cleans refrigerators, freezers, ovens/ranges and other equipment.
- Must have basic knowledge of HACCP processes and know how to record temperatures of all hot or cold products.
- Cleans kitchen areas including equipment.
- Rotates with other staff members in the dishwashing area, scraping, racking, washing and returning clean dishes, utensils, etc. to appropriate storage areas.
- Responsible for daily tray count.
- Serves individual portions of food to students and teachers.
- Rotates with other staff members in keeping serving lines/condiments supplied with food items, napkins, silverware, and dishes.
- Obeys safety rules as outlined in Opaal's "Safety Procedure Manual" and exercises caution in all work activities.
- Reports any unsafe working condition to the appropriate supervisor. Attends all required training meetings and in-services. Participates in the safety incentive program.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 to 15 employees in the building kitchen. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals and extreme cold. The noise level in the work environment is usually loud.