

JOB TITLE

HEAD COOK

QUALIFICATIONS:

1. A minimum of a high school diploma or its equivalent.
2. A workable knowledge of large quantity food preparation and three years experience in institutional meal planning and preparation.
3. Must be able to lift up to 50 pounds, stoop and bend, and remain on his or her feet for a 7 hour shift

REPORTS TO:

Food Service Supervisor

SUPERVISES:

Food service staff in their building

JOB GOAL:

To provide nutritional meals for all students in their respective buildings.

PERFORMANCE RESPONSIBILITIES:

SAFETY:

1. Cleans and maintains equipment and work areas utilizing current principles of sanitation.
2. Practice high standards of personal hygiene and safety in mode of dress.
3. Works in a manner which reflects high regard for safety regulations and practices.
4. Reports malfunctions of equipment to supervisor or maintenance personnel in a timely manner.

PREPARATION:

5. Is familiar with various cooking methods for a variety of foods.
6. Is able to read, calibrate and interpret recipes to achieve a quality, standardized product.
7. Utilizes label information and instructions and uses them to prepare quality food products.
8. Possesses a knowledge of the dietary guidelines and implements this information in food preparation.
9. Encourages healthy food choices to promote the good health of the district's students and staff.
10. Understands and follows standard methods of portioning food to maximize servings per recipe to fulfill USDA meal requirements.

SERVICE:

11. Interacts with all food service customers in a caring, respectful manner.
12. Strives to promote a positive image to the public through positive actions, words or deeds.
13. Demonstrates ability to promote food service program to increase participation.

METHODS:

14. Maintains, prepares and serves food at appropriate temperatures.

15. Stores food in an appropriate manner and at an appropriate temperature, observing “first in/first out” storage practices.
16. Maximizes conservative use of utilities (electricity, gas and water).
17. Strives to reduce food service waste by eliminating unnecessary use of disposable items.
18. Disposes of food service waste products in a prompt and careful manner.

SUPERVISION:

19. Provides for appropriate supervision of food service staff under his/her direction.
20. Maintains a confidential nature of all school-related matters.
21. Sets an example of professional behavior.
22. Demonstrates ability to schedule work on a daily, weekly or monthly basis
23. Demonstrates ability to perform duties with minimum supervision.
24. Other duties as assigned by supervisors.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head Cook)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Food Services Director)