

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

LEAD COOK

**POSITION
DESCRIPTION:**

Directly responsible to the Director of Nutrition Services in collaboration with site administration. Plans and coordinates the operation of a school kitchen in order to support a safe and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. Responsible for the overall planning and coordination of meal preparation, service and cleaning duties in a school kitchen
2. Implements established standards and procedures, and coordinates kitchen staff for student activities for the purpose of providing nutritionally adequate meals
3. Prepares, bakes, and cooks menu items using standardized recipes and procedures
4. Adjusts recipes as required to provide required portion size and total yield to efficiently use commodities
5. Estimates and orders required quantities of food and supplies from Nutrition Services warehouse
6. Directly responsible for records of daily meals, servings or quantities used and prepares required computer reports
7. Responsible for receiving, storing, and counting paper and food inventory
8. Determines and disposes of unusable food items according to established regulations
9. Instructs, trains, and leads other kitchen workers in maintaining standards of safety and sanitation, including but not limited to, the Hazard Analysis Critical Control Point Standards
10. Requests equipment repair through the work order system
11. Interacts positively with students, staff and other members of the school community
12. Starts up, operates, and cleans kitchen tools and equipment
13. Maintains utensils, kitchen equipment, serving and related areas in a clean and sanitary condition
14. Monitors and records time and temperature of food and equipment to ensure safety and quality
15. Responsible for serving lines, setting out prepared foods, dispensing food in proper portions and maintaining standards of food safety

16. Responsible for and coordinates special meals as needed
17. Stocks condiments, food items and paper goods
18. Maintains dedicated Food Service restroom, if applicable, in a clean and sanitary condition
19. Washes dishes, trays, counters and equipment in accordance with established health regulations
20. Mops and sweeps floors, cleans mats, empties trash, maintains standards of safety and sanitation
21. Communicates with outside agencies and vendors related to kitchen operations and safety
22. Reports all safety, sanitary, and fire hazards to their supervisor
23. Communicates and works cooperatively with sites and co-workers
24. Attends trainings and meetings as directed
25. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Valid Serv Safe Certification

Knowledge of:

- Large quantity cooking and baking
- Proper methods of food storage, preparation, handling, and serving
- Health and sanitation regulations related to food service
- Basic math
- Proper lifting techniques

Ability to:

- Lift, carry, push and pull objects up to 50 lbs as assigned by position
- Lead, plan, organize and delegate work
- Use a computer and applicable software
- Cook and bake skillfully
- Apply concepts of nutrition standards
- Keep accurate records and create reports
- Train and instruct kitchen staff
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Perform simple and repetitive tasks

LEAD COOK

- Perform duties according to demanding schedules and timelines
- Operate a variety of specialized kitchen equipment and proper use of utensils

EXPERIENCE:

Required:

- Two years of paid experience as a cook in large quantity food preparation

Desired:

- Experience as a cook or lead cook in a large facility or school district

EDUCATION:

Required:

- High School Diploma or equivalent

WORKING CONDITIONS:

Environment:

- Exposure to hot and cold working conditions
- Exposure to loud noise levels
- Working closely with a large number of children
- Working in a small area

Physical Demands:

- Visually inspecting food service related systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders/step stools
- Heavy physical labor

Hazards:

- Exposure to steam
- Exposure to hot food, surfaces, materials, etc.
- Exposure to sharp objects and hazardous chemicals
- Working around and with equipment having moving parts