Grove City Area School District
511 Highland Ave, Grove City, PA 16127
Phone: 724-458-6733

Position Type: Department C, Cafeteria ,Classification I
The normal working day 6.5 hours continuous with a one-half (½) hour unpaid, duty-free lunch.

The normal work year shall match the number of student days plus one day before and one day after the students' days. The per diem rate shall be based on 180 days.

Title: Lead Head Cook **Reports to**: Director of Food Service

Job Summary:
The Lead Head Cook is responsible for the supervision of cafeteria personnel and the daily operation of the kitchen in his/her assigned school to assure the smooth and efficient daily operations of the food service department.

The Lead Head Cook oversees the daily meal service in the food service setting to provide students and staff with a nutritional, eye-appealing meal while ensuring a clean, sanitary, and safe working environment according to regulations.

Essential Functions:
- Perform a wide range of cooking tasks and operate various kitchen equipment associated with the preparation and clean-up of student meals
- Ensure high standards of service and food quality; serve students/staff appetizing food in adequate portions
- Ensure that foods are maintained at proper temperatures for storing, cooking, holding, and serving
- Monitor all foods for quality of taste, texture and appearance, test new recipes
- Basic knowledge in inventory control, ordering, menu planning and quality control methods
- Order needed food/supplies and sign for all deliveries
- Move heavy packages, boxes, and/or other food related items to ensure they are stored to follow guidelines and are organized accordingly.
- Prepare deposits daily to include counting cash and balancing cash to deposit totals
- Operate point of sale computer system
- Ensure that established health and safety procedures are followed.
- Ensure that all applicable work safety and security procedures are followed
- Supervise and evaluate cafeteria employees. Make recommendations to the Food Service Director in matters of discipline, promotion, and retention
- Review and approve time sheets, forward to the Food Service Director
- Inform the Food Service Director of all needs and recommend improvements to the school meals program

- Maintain all required records and forward required reports to Food Service Director
- Attend periodic meetings of Head Cooks called by the Food Service Director and maintain required continuing education
- Follow policies and procedures in accordance with school policy, administrative regulations, state, and federal laws.
- Perform other duties as assigned by Food Service Director.

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 function.

- Knowledge and skills in large quantity food handling, preparation, and cooking. Good understanding of institutional kitchen operation/management. Familiarity with the National school breakfast and lunch programs desirable
- Ability to read, write and comprehend simple instructions, short correspondence, and memos Ability to effectively present information to customers and other employees
- Basic computer skills preferred. Knowledge and/or ability to learn “Point of Sale” system required.
- Ability to add, subtract, multiply, and divide
- Ability to understand and carry out detailed but uninvolved written or oral instructions
- Ability to resolve routine problems
- Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including students, staff, administrators, parents, and representatives of outside organizations
- Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies
- Dependability, punctuality, and initiative are essential
- Good personal hygiene
- Commitment to School District’s Vision Plan

Education:

High School diploma with training in culinary arts plus one to two years of relevant institutional cooking experience including some supervisory/leadership experience

SERV Safe Manager Certification, required

Valid Driver’s License preferred

Standard ADA Settings

Physical Demands:

- Sitting
- Standing
- Walking
- Talking: on the phone, in person, and in groups

- Hearing; on the phone, person to person and in groups
- Vision; near, midrange, far, peripheral, depth, and color
- Use of computer, use of telephone, pushing, pulling, and lifting.
- Repeated Bending
- Reaching (above should/at waist/below waist level)
- Lifting and/or carrying up to 50 lbs.

Working Conditions:
- Subject to inside and outside environmental conditions
- Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- May be exposed to hazardous materials, body fluids, or disease
- Subject to physical hazards, including conditions that may affect the respiratory system and/or skin

Cognitive Ability:
- Ability to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgement.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgement.
- Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- Ability to identify and isolate issues and develop rational solutions to problems.
- Ability to administer policy in a manner consistent with good judgement and sound rationale.
- Ability to generate genuine enthusiasm for positive and meaningful change.
- Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- Ability to supervise others using acceptable human relations skills.
- Ability to communicate in both oral and written form.
- Ability to foster and maintain positive relationships with students, parents, and staff.
- Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills:
- Ability to operate various food service equipment.
- Must possess active listening skills and conflict mediation skills.
- Plans and prioritizes assignments effectively. Able to handle multiple tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time and makes effective us of time while on the job.

- Maintains a positive attitude and productive working relationship with immediate supervisor, staff, students, and the public.
- Demonstrates the ability to acquire the skill required to operate new and existing equipment.
- Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations:

- Ability to work independently and complete assigned tasks without supervision
- Ability to communicate, comprehend and perform complex computations.
- Ability to organize and exercise good judgment in prioritizing tasks.
- Ability to appropriately handle confidential information in accordance with district policies.
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Dresses appropriate for job environment.