

SECTION 371 HEAD COOKPOSITION TITLE: HEAD COOK

REPORTS TO: Food Service Director

PURPOSE: To manage the kitchen so that its operation conforms to standards set by Federal and State regulations concerning the school lunch program.

SPECIFIC RESPONSIBILITIES:

1. Assist in the development and evaluation of menus to meet the Meal Pattern Requirements in the National School Lunch and School Breakfast Program.
2. Implementation of the Dietary Guidelines.
3. Prepare weekly grocery order according to planned and evaluated menu. Government Commodities shall be used to the fullest extent possible for both the Class A Lunch and Breakfast Programs.
4. Daily Production sheets maintained.
5. Call in orders for Bread and Milk.
6. Provide and prepare food as specified for Students with Special Needs.
7. Prepare and serve foods in an attractive manner.
8. Utilize a reasonable proportion of commercial foods and government commodities.
9. Conform to current safety and sanitation standards regarding personnel and equipment.
10. Must know and maintain HACCP book.
11. Kitchen left clean, sanitized, and in proper order.
12. Call in substitutes when needed.
13. Make certain all subs sign a time card and turn it in.
14. Money handling, computer knowledge, and math skills are required.
15. Recycle materials.
16. Able to lift weight up to fifty (50) pounds.
17. The cook must have the physical capabilities to perform these functions over a sustained period of time: walking, twisting, turning, stooping, bending, lifting, sweeping and standing.
18. Use every opportunity (posters, contests, leaflets, etc.) to help educate students in good nutritional habits, value of foods, etc.. Market your program.

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19. Head Cooks are responsible for the orderly operations of their assigned kitchens. Head Cooks will attempt to resolve any personnel or work performance issues, and should log them for future reference. Head Cooks will communicate with the Director of Food Service on a regular basis regarding issues that affect the operation of their assigned kitchens, will provide input to the Director of Food Service to facilitate the development of effective strategies regarding personnel or other performance concerns, and will implement those strategies as directed by the Director of Food Service.
20. Head Cooks will maintain a log of activities. Topics that may be noted in the log are any personnel or work performance issues, and any issues that affect the operation of the assigned kitchen.
21. Maintain a cheerful, positive attitude and good relationship with kitchen, staff, students, faculty, and parents. Smile a lot.
22. Conduct monthly training sessions
23. Restaurant License required.
24. At least 6 hours of annual continuing education training required.
25. High School Supervisor is responsible for:
 - a. ordering Ala Carte items
 - b. meals for Woodridge Elementary students
 - c. Production records, transport sheet, ready all food for transport.
 - d. Order and send all food.
26. Perform additional responsibilities as assigned.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

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Tests may be administered to determine the extent to which an applicant meets the job description.

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