

Sheepscot Valley Regional School Unit 12

HEAD COOK – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. High School diploma, GED or willingness to complete a high school diploma program.
2. Strong computer skills
3. Excellent communication skills
4. Strong organizational skills
5. ServSafe Certification and appropriate Department of Education Authorization

DESIRED QUALIFICATIONS:

1. Certified in Sanitation.
2. Demonstrated ability to supervise the work of others.
3. Knowledgeable of federal, state, and local regulations relating to food service.
4. Knowledgeable of quantity food production, storage and handling techniques.
5. Must be able to read and write, and to follow written and verbal recipes and instructions.
6. Must demonstrate good personal hygiene.
7. Ability to work independently and as a member of a team.
8. Ability to multi-task.
9. Ability to operate a cash register and make change.
10. Ability to do simple calculations, divide, multiply, add, subtract, and count.
11. Ability to maintain effective and appropriate relationships with students, parents and all school department staff.

REPORTS TO: Director School Nutrition and/or Principal or Designee

JOB GOAL:

To manage the assigned school nutrition program, under general supervision of the Director of School Nutrition and school principal, as an integral part of the overall school environment while meeting students' preferences and nutritional needs, as well as program requirements, in an atmosphere of cheerfulness and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Manages the school food service program in accordance with federal, state and local requirements.
2. Oversees receiving, storing, handling, preparing, and serving of food according to established specifications and procedures.
3. Directs purchases, or recommends purchases or orders, of all food supplies and equipment according to established specifications and procedures.
4. Checks food and supply deliveries for quality and accuracy.
5. Assures that sanitation and safety standards in all phases of the school food service operations, meet established standards at all times. Maintains current ServSafe Certification.

6. Maintains a required system of accountability of meals served by category, (paid, free or reduced), and prepares menu records on a daily basis.
7. Supervises food service workers, including training, scheduling and work assignments.
8. Instructs new food service staff and substitutes in performing their assigned tasks.
9. Inspects the kitchen, utensils, and employees for cleanliness and adherence to sanitary requirements.
10. Assumes responsibility for checking that all equipment in the kitchen areas is in safe, working condition and notifies the Food Services Supervisor when repairs or replacements are needed.
11. Maintains accurate daily production records including the number of meals served, food quantities used, and correct portions according to the School Meal Pattern regulations.
12. Performs such other related duties and responsibilities as may be assigned.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

TERMS OF EMPLOYMENT: As specified by contract and clarified by individual letters of employment

EVALUATION: Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted Revision by SVRSU Board April 13, 2017)