

FESSENDEN-BOWDON SCHOOL
SUPPORT STAFF POSITION
Job Description: Head Cook

Job Goal: Assists in the preparation of healthy and nutritious meals for students.

Reports to: Superintendent

Qualifications:

1. Knowledgeable of the process involved in the daily operation of a school lunch program.
2. Ability to establish good relationships with staff and students.
3. Follows all safety rules and regulations.
4. Maintains a healthy environment.
5. Maintains confidentiality.

Required Knowledge, Skills, and Abilities

1. Ability to read and interpret safety rules and operating and procedure manuals.
2. Ability to communicate (orally and written).
3. Ability to maintain confidentiality of employment and student matters.
4. Ability to comply with Board policies, rules, regulations, and directives.

Essential Functions

1. Responsible for baking (breads, desserts, rolls, etc.).
2. Responsible for meal preparation (breakfast and noon lunch).
3. Responsible for serving meals.
4. Responsible for creating menus and ordering of supplies.
5. Responsible for maintaining high standards of cleanliness of the kitchen and equipment.
6. Prepares salad bar items.
7. Maintains good rapport with staff and students.
8. Is cooperative and courteous.
9. Responsible for proper storage of foodstuffs.
10. Assists in the disposal and storage of unused food.
11. Assists in cleaning the cafeteria.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Equivalent of a high school diploma, additional courses or training and/or experience that provides the desired knowledge and abilities of menu planning and food preparation for large groups, preferably in a school district.

EQUIPMENT USED:

- Computer
- Restaurant size mixer, bowls, containers
- Dishwasher

WORK ENVIRONMENT:

While performing the duties of this job, the employee works inside. Required ability to meet deadlines with severe time constraints, scheduling, organizing, sorting. The employee must be able to multi-task and focus in spite of numerous interruptions. The noise level in the work environment is usually moderate to loud.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk and stand; twist at neck and waist, standing, sorting, carrying, lifting, bending and occasional repetitive motion with wrists, hands and fingers. Specific vision abilities required by this job include distance vision depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in loud environments.

TERMS OF EMPLOYMENT: Determined by administration. Salary determined by administration.

EVALUATION: Performance of this job will be evaluated by the Superintendent.