

Meeker School District Re-1

Job Description

Title: Food Service Head Cook
Department(s): Food Service
Reports to: Food Service Director
Work Year: 9 months, 5 hours a day



Job Summary:

A professional staff member who prepares and serves attractive and nutritious meals to students in an atmosphere of efficiency, cleanliness and friendliness.

Summary of essential job function:

1. Assist in the preparation and serving of food in a quick and pleasant manner.
2. Assist in maintaining a cost effective school food service program.
3. Responsible for ensuring that during meal services, the supply of food offered is replenished regularly.
4. Assist in the daily cleaning of the kitchen and serving areas.
5. Perform major cleaning of equipment and storerooms at regularly scheduled intervals as designed by the Food Service Director.
6. Maintain a professional cordial attitude with all building and kitchen staff.
7. Follow all guidelines given by CDE.
8. Maintain a clean and presentable appearance while on duty.
9. Assist the Food Service Director in developing a system of organization that emphasizes a team approach. Share duties such as; computer, paperwork (orders, inventory and worksheets) and rotation schedules.
10. Assist in developing and maintaining a quality program that encourages student participation.
11. Maintain highly nutritious meals
12. Assist the Food Service director in training of new cooks.

Qualifications and Experience

- High School diploma or equivalent required
- 21 years of age minimum.
- Knowledge of sanitation rules and federal food guidelines.
- Experience in food preparation procedures, preferably in a school setting.
- Experience in serving a large number of meals at one time.
- Ability to supervise a kitchen staff of 6-12 individuals.
- Maintain a professional relationship with students, staff and the public.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check, for use of food services vehicle.

Physical Demands

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

Work Environment

- The noise level in the work environment is usually moderate.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.