



# **Prairie Central CUSD #8**

## **Job Descriptions for Head Cook**

### **Official Supervisor**

Building principal or food services director

### **Job Summary**

The head cook reports to the food services director and building principal and has overall supervisory responsibility for café workers in the assigned kitchen(s). Basic responsibilities include supervision and participation in daily food production, serving, and cleaning up of the school breakfast and lunch program at the assigned site. Further responsibilities include the implementation of and cooperation with food service procedures, methods, and regulations of the school district, food services director, the principal, the Health Department, the Illinois State Board of Education, and the United States Department of Agriculture. Other food service special functions may be required.

### **Qualifications**

High school diploma

Evidence of training and experience in food service and/or food service management

A certificate in Food Service Sanitation Management from the Illinois Department of Public Health

Additional training annually, as mandated by the Illinois State Board of Education (ISBE) and the National School Lunch Program (NSLP).

### **Skills**

Works well independently

Supervises the work of others

Communicates effectively

Completes reports accurately and punctually

Controls purchasing, quantity food production, storage, serving, and cleaning

Carries out school food service program requirements and directives issued by the principal and food services director

### **Length of Employment**

180 days per year, hours per day vary from 6.5 – 7 hours, includes a thirty (30) minute paid lunch period

### **Evaluation**

By building principal with input from food services director, based on “Job Functions”

### **Job Functions**

#### **A. Punctuality**

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safety

1. Conducts all kitchen and café operations and equipment as per the procedures, methods, and regulations of the school district, food services director, the principal, the Health Department, the Illinois State Board of Education, and the United States Department of Agriculture
2. Supervises and instructs kitchen personnel in a safe, proper, and efficient use of all kitchen equipment. Maintains the highest standards of safety and cleanliness in the kitchen
3. Is responsible for security of the food preparation and storage areas
4. Be aware of children with food allergies, diabetes, and other diet-related illnesses

C. General Procedures

1. Checks food shipments into the school, signing invoices only after each order has been verified
2. Follows procedures for determining quantities of food to be prepared daily
3. Prepares food and supervises food preparation according to the district planned menu and tested, uniform recipes, and determines if the finished product is the best quality both in flavor and appearance before it is served
4. Follows procedures in recording all food requisitions from the storeroom and all meal served
5. Keeps inventory of food and other supplies
6. Supervises the daily cleaning of all kitchen equipment, and washing and sterilizing of all dishes, silverware, and utensils
7. Performs such other duties as may be assigned by the food services director and/or principal

D. Communication and Cooperation

1. Communicates and cooperates with all levels of school staff and students regarding breakfast and lunch
2. Uses sound judgment when dealing with staff and students
3. Is a positive role model for students, has a neat appearance, and uses proper language near students
4. Demonstrates interest, enthusiasm, and a positive attitude toward work
5. Reports immediately to the food services director and/or principal any problem or accident occurring in the kitchen or café area
6. Reports immediately to the food services director and/or principal any faulty or inferior quality food which is received
7. Reports immediately to the food services director and/or principal any malfunctioning equipment
8. Confers with the food services director and/or principal regarding any personnel problems