

*Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.*

**R.S.U. No. 67**  
**Chester, Lincoln, Mattawamkeag**  
**Job Description**

**Title:** Head Cook

**Qualifications:**

- Significant experience in planning and serving a variety of nutritious and appealing foods to children of varying ages;
- Ability to complete state and federal forms;
- Possess excellent “people skills” and a strong work ethic; and
- Demonstrates aptitude, skills, and experience for successful performance of the responsibilities listed.

**Reports to:** School Nutrition Program (SNP) Director

**Job Goal:** Provide each learner with food of highly nutritious quality in an atmosphere of efficiency, cleanliness, and warmth.

**Responsibilities:**

- Perform periodic safety and cleanliness inspections
- Plan monthly menus
- Order food and supplies, including monthly commodity food
- Plan for after-school meetings, workshops and banquets
- Assist in processing free and reduced lunch applications
- Complete monthly SNP, breakfast, and a la carte reports
- Conduct monthly inventory
- Make deposits per established practices by the SNP director
- Perform daily book work per established practice
- Post bills for main office
- Keep records of time cards
- Prepare food for breakfast and lunch
- Recruit and train spare lunch workers
- Maintain cleanliness and safety of assigned facilities
- Complete all state and district-mandated training
- Train and monitor employees for safe work practices
- Work through and with the principal to ensure
  - Student management issues during breakfast and lunch follow school practices and procedures
  - Coordination of efforts by faculty/staff and SNP to ensure a food service environment of cleanliness, cheerfulness, and personal caring
  - Plan for needed service for after-school meetings, workshops, banquets, and other events are mutually made and carried out

- Ensure ongoing communications in order to meet the R.S.U. No. 67 mission and vision, promote good morale, and facilitate an effective and efficient daily routine.
- Schedule and assign SNP staff duties, as required
- Manage Á La Carte inventory and money
- Perform any other duties, as directed by the food service director

**Work Schedule:** Full-time, 185 days

**Evaluation:** Evaluations will be completed annually by the School Nutrition Program Director

Adopted: June 5, 2015