

JOB DESCRIPTION

Head Cook

QUALIFICATIONS:

1. High School diploma or equivalent

DESIRED QUALIFICATIONS:

1. Strong characteristics of cooperation, flexibility, initiative, and industriousness.
2. Ability to interact well with students, staff, and community.
3. Knowledge of food service operations.
4. Training in sanitation and food handling safety.
5. Such alternatives to the above qualifications as may be appropriate and acceptable.

REPORTS TO: Food Service Director and/or Building Administrator

JOB GOAL: To oversee day-to-day operations of the kitchen and to provide nutritious, appealing food and drink choices for students and staff

1. Work as a team member with staff at assigned school.
2. Maintain nutrition standards set by the National School Lunch Program (NSLP) for all students.
3. Develop and standardize recipes for menus in accordance with the NSLP Nutrition Standards.
4. Be responsible for ordering food and items for planned menus in a fiscally responsible manner and for maintaining purchasing guidelines set by the State of Maine and the federal government.
5. Maintain and control inventory in a fiscally responsible manner.
6. Be responsible for the correct use of and care of all equipment.
7. Operate necessary equipment in the safest and most efficient way.
8. Train and be accountable for the safe operating guidelines for all kitchen equipment.
9. Coordinate the preparation and cooking of all foods in appropriate quantities.
10. Maintain all federal and state production records and related paperwork as assigned by the Food Services Director.
11. Train staff in the adherence to established sanitation and mandatory HACCP (Hazardous Analytic Critical Control Point) procedures.
12. Manage student accounts using the "point of sale" system.
13. Assist with and train staff on issues of student money and meal accountability.

14. Be responsible for daily money reconciliation, bank deposits, and related reports as assigned by the Food Services Director.
15. Coordinate and oversee all catering functions including cost analysis quotes, event logistics, ordering, scheduling, etc. in conjunction with the Food Services Director.
16. Perform other duties and responsibilities as the Food Service Director may assign.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

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

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to do basic math and writing.
6. Ability to lift, carry and store foods and food related products up to 50 pounds.
7. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: Ten months per year. Salary and work year to be established by the Board of Directors

EVALUATION: Performance of this job will be evaluated in accordance with this document by the Food Service Director.

Reviewed and agreed to by _____ Date _____

History

Approved: September 12, 2018