



# DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
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## **CSEA JOB POSTING ANTICIPATED NOTICE OF VACANCY**

**TITLE:** HEAD COOK  
(FULL-TIME 10 MONTHS)

**LOCATION:** DEPEW HIGH SCHOOL KITCHEN

**WORK HOURS:** 6:15 A. M. - 1:45 P. M. MONDAY-FRIDAY

**SALARY:** AS PER CSEA CONTRACT

### **JOB DESCRIPTION:**

#### **A. Overview**

- Prepares and cooks a variety of foods; does related work as required. This is routine work calling for exercise of good cooking knowledge. General supervision is exercised over employees in this class by a cafeteria manager who is responsible for the managerial aspects of the work. A head cook exercises immediate supervision over food service helpers in cafeterias.

#### **B. Full Performance Knowledge's, Skills, Abilities and Personal Characteristics:**

- Good knowledge of the methods of preparing, cooking and baking food in large quantities, good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and of the use of cleaning materials and equipment; ability to plan with a view to economy and efficiency and in the use of supplies, equipment and food; ability to follow oral and written directions and recipes; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations. Excellent knowledge of proper sanitation procedures.

**C. Responsibilities:**

1. Prepares soups and broth
2. Cooks meats, vegetables and bakes items
3. Makes salads, sandwiches, entrees, vegetables and a variety of other foods
4. Submits orders to the food service office weekly, is required to call in some orders daily
5. Works at steam table
6. Is responsible for sanitation of the kitchen. Works the dish machine
7. Use of slicer, mixers, blenders and any other equipment used in preparation
8. Maintains kitchen paper work and is responsible for the production records, recipes, and following guidelines for menus & menu planning
9. Responsible for inventory and monthly inventory records. All other duties as assigned.

**QUALIFICATIONS:** High School Diploma or Equivalent AND:

1. One year of experience in preparation of food on a large scale: OR:
2. Possession of an Association in Applied Science Degree in foods, nutrition and institution management; OR: Any satisfactory equivalent combination of the foregoing training and experience.

**APPLICATION DEADLINE:      MAY 17, 2019**

**INTERESTED PARTIES SHOULD SUBMIT INTEREST IN WRITING TO:**

Jeffrey R. Rabey Ph. D., Superintendent of Schools  
DEPEW UNION FREE SCHOOL DISTRICT  
5201 S. Transit Road  
Depew, New York 14043

**5/13/2019**