

Position Title:

Head Cook

Supervisor:

Food Service Director

Purpose: To prepare food items for the food service program according to the menus and standardized recipes. To serve the students and staff well balanced and nutritious meals in a pleasant and relaxing environment.

Duties:

- Must be willing to supervise all areas of the food service department and staff within the building and communicate to managers any department needs.
- Ensures that all food products are prepared to standardized recipes and standardized procedures.
- Responsible for proper utilization and storage of all food items.
- Responsible for the cleaning and sanitizing of all work areas.
- Responsible for the preparation of all hot foods.
- Keep accurate daily production records according to DPI requirements.
- Responsible for taking and recording food temperatures and serving foods within the health department guidelines.
- To maintain a pleasant work environment.
- Assist with any caterings as requested by other departments.
- Must be able to give oral instructions to other food service staff.
- Manage time to assure that all food production is completed and ready for meal service.
- Ability to batch cook hot food items to assure freshness.
- Ability to complete food orders to be turned in to the Food Service Director.

Skills:

- ServSafe certified
- Effective knowledge of weights and measurements
- Self-motivated and must enjoy working with children
- Effective written and oral communication
- Basic computer skills
- Effective food production skills
- Must be able to work a minimum of 35 hours per week
- Ability to lift a minimum of 25 pounds
- Willingness to attend all required training as scheduled
- Team player