

Casey-Westfield School District C-4 Job Description

| | |
|--------------------|---|
| JOB TITLE: | Head Cook |
| DEPARTMENT: | Food Service |
| LOCATION: | Kitchen |
| REPORTS TO: | Building Principal |
| EVALUATION: | Evaluation will be conducted by the Building Principal and Superintendent |
| EMPLOYMENT: | One hundred seventy-two (172) pupil attendance days, one (1) preparation day, plus eleven (11) holidays for a total of one hundred eighty-five (185) days. Six (6) hours per day. |
| VACATION: | None |
| APPROVED: | August 18, 2003 |

SUMMARY: Responsible for all aspects of food production in assigned school, keeping within sanitation, food cost, and scheduling guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Plans and directs the preparation and serving of all food in the cafeteria.
 - Supervises and participates in the preparation and serving of food.
 - Plans for all banquets served in the school's lunchroom.
 - Makes every effort to serve meals popular with the student while complying with good nutritional standards.
- Responsible for security and safety of food, equipment, supplies and food preparation environment including revenue.
 - Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
 - Ensure that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs are needed.
 - Oversees and participates in cleaning of kitchen and related areas.
 - Directs sanitation procedures.
- Performs record keeping responsibilities for all aspects of food production.
 - Maintains records on food and supplies received and used.
 - Maintains accurate production records conforming to federal/department guidelines.
 - Assists in preparation of all required reports.
 - Maintains inventories of all food stuff and supplies on hand.
- Supervises the activities of all personnel assigned to the cafeteria.
 - Trains new kitchen helpers when assigned to their location.
 - Plans work schedules, arranges for subs when required, maintains employee time records.
 - Posts lists for custodial employees to insure proper supplies are moved into the kitchen area.
- Reports accidents, problems, etc., immediately to the Building Principal and other proper authorities.
- Performs other duties as necessary and assigned by Building Principal.

SUPERVISORY RESPONSIBILITIES:

Supervises cooks.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) previous experience with quantity food preparation and service. Complete State, Department of Education, School Food Service Statewide Training Program or equivalent preferred and has appropriate food sanitation license.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students. Ability to pass written and demonstrative managers exam. Good organization and math skills; ability to lift 50 lbs., ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

***PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees Fahrenheit and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.