

Food Service Manager, Head Cook, Kitchen Manager

Job Title: Food Service Manager, Head Cook, Kitchen Manager
Department: Food Service
Reports to: Food Service Director
Classification: Non-exempt

Summary

Head cooks and managers are responsible for coordinating the preparation and delivery of meals through the district's food service program.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position must:

Supervise and direct cooks and cafeteria workers as needed to ensure efficient daily operation of the food service program.

Plan and implement work schedules

Work with the director to plan menus

Monitor safety and sanitation practices

Prepare and serve meals to students

Clean and sanitize cooking and serving areas

Set up and break down serving lines

Count money, makes change

Operate basic kitchen equipment including slicers, fryers, openers and dishwashers

Operate a cash register

Supervisory Duties

The Food Services Manager, Kitchen Manager or Head Cook supervises and directs cooks and cafeteria workers

Qualifications

Education/Experience

High school diploma or equivalent

Experience in large scale food preparation

Certificates, Licenses, Registrations

Food Handler Permit + 8 hours yearly

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Provide clear and complete instruction

Read and comprehend simple instructions, short correspondence and memos in English

Write simple correspondence

Communicate one on one and in small groups

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Maintain appropriate relationships with students and coworkers

Computation

Ability to add, subtract multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

Reasoning

An individual who holds this position must have the ability to:

Comprehend and follow detailed but basic written or oral instructions

Solve simple problems with few variables in stable conditions

Technology

Ability to operate a cash register

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 essential functions.

Physical Demands

An individual who holds this position must have the ability to:

Frequently walk short distances

Continuously stand

Frequently bend or twist at the neck and torso

Continuously grip

Occasionally reach, stoop, kneel and crouch

Frequently lift ten pounds and occasionally lift up to fifty pounds

Frequently use close and peripheral vision

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.