

POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT

POSITION TITLE: Head Cook

GENERAL DESCRIPTION: The Head Cook reports to the Food Service Director and is responsible for the supervision of cafeteria personnel and the overall operation of the kitchen and cafeteria in his/her assigned school.

WAGE CATEGORY: Grade B. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Food Service Director

EVALUATION: Annually, in person and in writing, by the Food Service Director consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

SUPERVISES: Food Service Workers, Student Workers, if applicable.

QUALIFICATIONS:

- ✓ High School diploma with training in culinary arts plus one to two years of relevant institutional cooking experience including some supervisory/leadership experience. Knowledge and skills in large quantity food handling, preparation and cooking. Good understanding of institutional kitchen operation/management. Familiarity with public school breakfast and lunch programs desirable
- ✓ Ability to read, write and comprehend simple instructions, short correspondence, and memos
- ✓ Ability to effectively present information to customers and other employees
- ✓ Basic computer skills preferred. Knowledge and/or ability to learn "Point of Sale" system required
- ✓ Ability to add, subtract, multiply and divide currency
- ✓ Ability to understand and carry out detailed but uninvolved written or oral instructions
- ✓ Ability to resolve routine problems
- ✓ Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents, and representatives of outside organizations
- ✓ Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and outside agencies
- ✓ Dependability, punctuality and initiative are essential
- ✓ Good personal hygiene
- ✓ Commitment to School District's Vision Plan

PERFORMANCE RESPONSIBILITIES:

- ✓ Assist with or perform a wide range of cooking tasks associated with the preparation of student meals
- ✓ Ensure high standards of service and food quality; serve students/staff appetizing food in adequate portions
- ✓ Ensure that foods are maintained at proper temperatures for storing and serving
- ✓ Evaluate and verify nutritional value of meals served and fill out appropriate state and federal reports
- ✓ Monitor all foods for quality of taste, texture and appearance; test new recipes
- ✓ Plan menu and thaw food products accordingly

- ✓ Basic knowledge and up to date training in inventory control, ordering, menu planning and quality control methods
- ✓ Order needed food/supplies and sign for all deliveries against delivery slips
- ✓ Move heavy packages, boxes, and/or other food related items as needed
- ✓ Prepare kiosk deposits daily to include counting cash and balancing cash to deposit totals
- ✓ Operate point of sale computer system
- ✓ Ensure that established health and safety procedures are followed. Keep abreast of changing requirements
- ✓ Comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean clothes (including an apron) while engaging in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins or other hair restraints is required for all food handlers
- ✓ Ensure that all applicable work safety and security procedures are followed
- ✓ Wear school district employee identification badge at all times
- ✓ Require all food service workers to be courteous and pleasant to students, employees, and parents
- ✓ Supervise and evaluate cafeteria employees. Make recommendations to the Food Service Director in matters of discipline, promotion and retention
- ✓ Assist Food Service Director in interviewing and hiring new staff
- ✓ Review and approve weekly time sheets; forward to the Food Service Director
- ✓ Notify cafeteria workers of school cancellations; report illness or absence to Food Service Director
- ✓ Inform the Food Service Director of all needs and recommend improvements to the lunch program
- ✓ Maintain all required records and forward required reports to Food Service Director
- ✓ Assume responsibility for keys to kitchen/building; turn in all keys to the Food Service Director at the end of the school year
- ✓ Clean and inventory all equipment and supplies at the end of the school year
- ✓ Attend periodic meetings of Head Cooks called by the Food Service Director
- ✓ Follow all district policies and procedures
- ✓ Perform other duties as assigned by Food Service Director or building principal

WORKING CONDITIONS:

- ✓ Constantly exposed to wet and/or humid conditions
- ✓ Exposed to mechanical moving parts, fumes or airborne particles
- ✓ Regularly exposed to extreme cold and heat
- ✓ Potential exposure to the risk of electric shock and vibration
- ✓ Noise level is moderate to loud
- ✓ Stress related to staff supervision

PHYSICAL DEMANDS:

- ✓ Constantly required to stand, walk, sit, use hands
- ✓ Regularly required to talk and hear
- ✓ Frequently required to reach with hands and arms, stoop, kneel, crouch
- ✓ Frequently required to taste or smell
- ✓ Occasionally required to lift up to 50 pounds

Date Revised: 11/2006

Date Board Approval: 12/05/06