

HEAD COOK

Qualifications:

1. High school graduate
2. Previous experience cooking large quantities
3. Level two food safety certification required

Responsibilities:

1. Reports to Food Service Director
2. Provides the student and teacher population in school with nutritious, appealing, quality food on a timely basis.
3. Orders food and supplies within a time guideline established by the director, ensuring there are not outages.
4. Communicates to assistant director any outages, ensuing or immediate, as soon as realized.
5. Coordinates efforts of cooks working in the same kitchen.
6. Prepares food in accordance with guidelines established by the director.
7. Serves lunch according to time guidelines established by the local administrator while adhering to patterns established by state and federal authorities.
8. Maintains a safe, sanitary and orderly kitchen and storeroom at all times.
9. Completes an accurate inventory at the end of each month, forwarding the inventory to the director the first working day of the new month.
10. Supervises the work habits of any person in their kitchen.
11. Assists the director in evaluating cooks in their kitchen.
12. Completes other duties assigned by the food service director.

Time Requirements:

Works 180 days, 6 paid holidays, hours vary by position

Evaluation:

Yearly by the food service director with input from building staff