

HEAD COOK

Job Summary

Under the direction of the Food Service Supervisor, the head Cook is responsible for the operation of a school cafeteria. The Head Cook exercises supervision over cooks and cafeteria workers. Prepares, cooks, and serves meals. Assists in maintaining food service facilities in a clean and sanitary condition; assists in the management/operation of a cafeteria. Performs other related duties as required.

Qualifications:

- Equivalent to completion of the twelfth grade
- One year of experience in quantity food preparation

Desired Qualification:

- Bilingual (Spanish/English)

Knowledge and Ability:

- Ability to estimate and compute food quantities required by weekly or monthly menus
- Ability to work with, instruct and supervise cafeteria workers
- Ability to maintain cooperative relationships with those contacted in the course of work
- Knowledge of sanitation and safety procedures related to school cafeterias, particularly food preparation, serving and storage
- Knowledge of cafeteria kitchen equipment including, but not limited to, stoves and ovens
- Ability to complete requisitions for food items and supplies
- Knowledge of meat, vegetable, dessert, pastry, salad and sandwich preparation
- Ability to set schedules and supervise cooks and cafeteria workers
- Ability to maintain time cards accurately; may be required to complete employee evaluations
- Ability to make oral and written reports when required
- Ability to outline daily duties and work schedules of kitchen staff
- Knowledge of proper storage of food and supplies and rotation
- Ability to set standards of efficiency and sanitation in food preparation
- Ability to work with custodial and maintenance staff in maintenance of kitchen and equipment
- Ability to handle money and keep records
- Ability and knowledge of use of a computer

Essential Functions of this position, which include, but are not limited to, the following:

- Prepare, cook and serve daily meals to students and/or staff
- Maintain kitchen in a clean and sanitary condition
- Prepare daily work schedules for cooks and cafeteria staff
- Check recipes and estimate quantities of supplies needed
- May be responsible for the operation and cleaning of snack bar and satellite cafeteria equipment
- May be responsible for ticket sales and monies
- May be responsible for report and record keeping
- May be responsible for transporting food to satellite locations

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decision using sound judgment, and evaluate results
2. Facility to see and read, with or without vision aides, a computer screen, laws, codes, rules and polices and other printed matter
3. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
4. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
5. Physical ability to lift, bend, stoop and to reach overhead
6. Facility to meet deadlines with severe time contracts, interact with the public and other workers

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job