

Head Cook

Primary Function

To plan and serve students attractive and nutritious meals in a clean environment.

Organizational Relationships

Reports to the Food Service Coordinator, Building Principal and Business Manager.

Qualifications

- Graduation from high school or training and experience relevant to the position.
- Maintains a State of Illinois Department of Public Health Food Service Sanitation Certificate.
- Proficient skill in English composition, grammar and spelling.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain effective relationships and interact thoughtfully and courteously with students, staff and community.
- Ability to lift/carry 50 pounds, move heavy trays of product, be on one's feet for long periods, load/unload heavy objects from hot ovens and dishwashers.
- Ability to physically type, manipulate a mouse, operate a computer and effectively correspond using email.
- Ability to handle student and staff information with confidentiality.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of food service equipment and tools.

Performance Responsibilities

1. Plans and directs the preparation and serving of food in the cafeteria.
2. Assigns and directs the work of cafeteria employees and volunteers.
3. Develops menus and prepares uniform recipes.
4. Orders food and supplies and verifies food shipments.
5. Supervises the storage and care of food and supplies and maintains inventory.
6. Determines quantities of food prepared daily and size of servings to meet the requirements appropriate to the ages of those served.
7. Keeps employee time records and arranges for substitutes.
8. Maintains the highest of standards of safety and cleanliness in the kitchen, serving line and storeroom and monitors habit of hygiene for staff and volunteers. Complies with current health standards.
9. Wears a clean uniform daily.
10. Supervises and instructs kitchen personnel in the safe, proper and efficient use of kitchen tools and equipment.
11. Oversees and participates in the daily cleaning of all kitchen equipment and the washing and sterilizing of dishes, silverware and utensils.
12. Checks that equipment is in safe, working condition and notifies the Food Service Coordinator when repairs or replacements are needed.
13. Reports immediately any problem or accident occurring in the kitchen or cafeteria to the Food Service Coordinator.
14. Instructs new cafeteria employees and volunteers in performing their assigned tasks.
15. Supervises the POS machine. Reviews daily reports for accuracy and reports any inconsistencies to the Food Service Coordinator.
16. As requested, plan, coordinate and prepare meals or snacks for building or district events.
17. Participates in Head Cook or other meetings, in-service training, workshops etc. for the purpose of conveying and/or gathering information required to perform job functions.
18. Performs other related duties as assigned by the Food Service Coordinator, Building Principal and the Business Manager.

Terms of Employment

184 work days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance of this job will be evaluated in accordance with the Support Council Agreement.

4/2015