

PERSONNEL

CAFETERIA HEAD COOK Salary Schedule 5 Range 5

DEFINITION

Under direction of the Director of Food Services/Cafeteria Manager, performs a wide variety of cooking and food preparation duties, and to direct cafeteria personnel regarding their duties, as well as to do related work as required.

EXAMPLES OF DUTIES

As Head Cook, directs and assists the cooking of meals, serving meals, meal counts, order supplies for all nutritional programs for the district. Organize and prepare monthly inventories and weekly Menu Production Records; assists in all daily tasks as needed. Maintains daily records milk and breakfast money and supplies. Helps prepare financial accounting and reports necessary for the operation of the cafeteria. Organize and prepare monthly menus for all school programs in district.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food preparation, serving and storage.
- Methods of computing food quantities required by menus.
- Care and use of standard cafeteria appliances.
- Sanitation and safety precautions related to school cafeterias.

Ability to:

1. Estimate food quantities and requisition proper amounts for economical food services.
2. Prepare and cook foods to conform with NSLP and state guide lines.
3. Train and direct food service personnel.
4. Operate common mechanical appliances found in a cafeteria.
5. Keep records and prepares reports.
6. Seek nutritional grants to provide healthy meals to students.
7. Establish and maintain cooperative working relationships with fellow workers.
8. Prepare a balanced meal menu in accordance with state and federal standards.
9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:
10. Stay abreast of latest state and federal mandates.
11. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional= 25-50 percent | 4. Very Frequent = 76 percent and above |

- 2 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 1 g. Ability to lift 50lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach all directions.

PERSONNEL

CAFETERIA HEAD COOK (continued)

Experience:

Three years of experience in institutional food work is preferable.

Education:

High School Diploma or GED. Basic computer skills.

Safe Serve Certificate

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: January 9, 1996
Revised: June 2013
Revised: January 9, 2018