

Washington West Supervisory Union Job Description

JOB TITLE: Head Cook
FLSA STATUS: Non-Exempt
UPDATED: FY 2014

POSITION OBJECTIVES: To perform a variety of skilled tasks in food preparation, cooking, and presentation. To supervise food preparation/production in the central kitchen serving school district cafeterias.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Assist with or perform a wide range of cooking tasks associated with the preparation of student meals.
- Ensure that foods are maintained at proper temperatures for storing and serving.
- Ensure that established health and safety procedures are followed. Keep abreast of changing requirements.
- Monitor all foods for quality of taste, texture, and appearance.
- Plans following weeks menu requirements and thaws food products accordingly.
- Verify nutritional values of meals serviced.
- Standardize portion sizes.
- Keep all food and supply storage area clean and organized.
- Maintain food service records.
- Plan menus and test new recipes.
- Ability to comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.
- Good basic knowledge of inventory control, ordering, menu planning, and quality control methods.
- Assist with other food service functions as assigned.

SUPERVISION RECEIVED: Minimal supervision is received from the Food Service Director.

SUPERVISORY RESPONSIBILITIES: Assists in distribution of daily work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Minimum of a high school diploma or equivalent with training in culinary arts plus one to two years of relevant institutional cooking experience, including some supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
 - Broad base of knowledge and skills in quantity food handling, preparation and cooking. Good understanding of institutional kitchen operations/management. Familiarity with public school hot lunch programs desirable.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

correspondence. Ability to speak effectively before groups of customers or employees of organization.

- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Computer Skills and Experience. A good working knowledge of Microsoft Word and Excel programs desirable.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is constantly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is constantly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles. The employee is regularly exposed to toxic or caustic chemicals; outside weather conditions; extreme cold and heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.