



Gervais School District

ESTABLISHED 1834

HEAD COOK

QUALIFICATIONS:

- Current Food Handler's Card is required;
- High school diploma or equivalent;
- Culinary certificate or equivalent is desirable;
- Progressive, lead-level experience in production facility with multiple-food formats and/or base production facility with satellite food operations;
- Proven ability to work cooperatively with administration, staff, and students;
- Proven ability to lead and direct others in absence of manager/supervisor;
- Receive, transmit, and carryout written and oral instructions given in English;
- Add, subtract, and multiply accurately;
- Oversee accounting and deposits of cash receipts according to district policy;
- Adaptable, creative, and flexible in dealing with changes in routine;
- Neat and clean in appearance;
- Prior experience with quantity cooking and baking procedures;
- Willingness to work at any location assigned;
- Familiarity with basic First Aid procedures;
- Have a First Aid card, as requested by supervisor;
- Seek solutions to problems;
- Familiarity with operation and maintenance of commercial food preparation equipment; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Food Service Manager.

JOB GOAL:

- To prepare and serve nutritious meals following specific guidelines and time schedules; work in various positions throughout the District and assist with catering events, as needed; and
- To work with Food Service Management to ensure National School Lunch Program Standards are met, particularly in: meal production, food quality and presentation, meal serving, meal/sales accounting, and work-site cleanliness and sanitation.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include but are not limited to the following:

- Know the work required of all assigned positions and be capable of proficiently doing the work when needed;
- Train cook, ensuring that relative work routines are efficient and meet program standards;
- Work and perform proficiently in various positions at various District schools, as needed;
- Plan, order, receive, and inventory food/supplies needed for site operations;
- Proficiently operate Mealtime computer to account for daily meals, sales, and deposits.
- Prepare and route daily bank deposit/monies to District Business Office;
- Accurately process/prepare daily and period-ending reports/records;
- Prepare, taste, present, and serve menus according to set standards;
- Ensure required portion control;
- Decorate cafeteria line with seasonal décor;

- Present product in an attractive manner, utilizing color, texture, and creativity;
- Set-up products for ala carte program serving lines;
- Clean kitchen area, complying with sanitation requirements;
- Store and retrieve food, as needed;
- Know the work required of all assigned positions, and be capable of proficiently doing the work, as needed;
- Assist Food Service Management and Cooks to examine and revise job routines for staff, when needed;
- Assume responsibility of any absent employee, as needed;
- Work additional functions (carnivals, banquets, etc.); and
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 50 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date