

Central CUSD 301
Job Description

Job Title: Head Cook

Reports To: Director of Food Service, Business Manager

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Approved By: Superintendent

Function: Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

Qualifications:

- High School Diploma or GED equivalent required, or Associate Degree with relevant education or training
- Certified by the Illinois Department of Public Health in Food Service Sanitation
- Varied experience in food service production, menu development and kitchen operations and management, with progressively responsible positions
- Additional skills and experience as requested by Director of Food Service or Business Manager
- Must pass a fingerprint-based criminal background check
- Must pass a pre-employment physical
- Must complete the District's yearly GCN training modules
- After hiring, must meet yearly USDA Professional Standards for School Food Service Employees
- Must be able to lift up to 35 pounds with assistance
- Ability to reach, bend, stoop, push &/or pull, stand and walk
- Ability to withstand variations in temperature during the school year
- Knowledge of:
 - Meal production, planning, scheduling and service
 - Ability to train others in quantity food preparation and service
 - Applicable District, State and Federal Laws, rules and regulations related to food service, quantity food preparation and food safety
 - USDA NSLP Menu/Nutrient Meal Requirements
 - Adheres to all HACCP regulations for sanitation, food handling, cooking, food holding, service time and temperature requirements, storage requirements and temperatures
 - Procedures used in ordering, receiving, storing and inventorying food and supplies
 - Standardized Recipe formulation and product testing
 - Principles and practices of supervision and training
 - Communication Skills, both oral and written
 - Ability to operate the POS Terminal, office computer and other office equipment

Responsibilities:

- Manage, coordinate and oversee the day-to day food service operations at assigned school site
- Assure compliance with the District, State and Federal laws, regulations and safety & sanitation procedures

- Direct, assign, schedule and evaluate food service personnel; plan and coordinate daily work for efficient use of labor
- Train and assist employees in the proper handling of foods, daily food production, completing daily food production, correct use and care of equipment and high standards of sanitation and safety
- Communicate with Director of Food Service and Food Service Administrative Asst on employee absences and substitute assignments
- Assist Director of Food Service in compiling and updating Cycle Menus and Monthly Menus, attend menu meetings to review student participation from daily menu selections
- Communicate with Director of Food Service on a regular basis regarding: menu, purchasing, employees, equipment, participation and facilities
- Estimate and order amount of food and supplies needed; monitor and control expenditures
- Supervise and participate in food preparation and service to students and staff at assigned school site
- Complete and monitor inventories of all food, equipment and supplies, as requested by the Director of Food Service
- Inspect kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations
- Maintain and prepare daily production records, temperature logs and inventories
- Responsible for checking cashiers' daily cash drawers, POS cash received report and making the daily deposits
- Communicate with students, staff and faculty to receive suggestions and to resolve issues related to food service in a positive manner, promote good public relations
- Participate in, schedule and attend in-service meetings and workshops
- Demonstrate regular attendance and punctuality
- Adhere to the District's code of ethics
- Adhere to Food Service Uniform Code
- Perform other duties consistent with the position assigned as requested by the Director of Food Service or Business Manager