

TITLE: LEAD COOK

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience in cafeteria food service as determined by the Board
3. Experience with bookkeeping/budgeting procedures preferred
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
5. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
6. Ability to plan own work schedule and to direct and supervise others
7. Ability to perform simple bookkeeping and inventory procedures
8. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
9. A general understanding of Material Safety Data Sheets
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
11. Self-motivated
12. Work well with students and staff
13. Excellent organizational skills
14. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Food Service Manager and Head of School

JOB SUMMARY

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To coordinate the work of the school kitchen and cafeteria.

MAJOR DUTIES AND RESPONSIBILITIES

Kitchen and Food Operations

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the school's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Consult with the school nurse regarding special dietary needs and serious food allergies of students and staff
5. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures, and temperature documentation.
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements

7. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
8. Assist in the serving of food and oversee or perform set-up of food and food bars to appear appetizing
9. Assist or perform the daily cleaning of all kitchen equipment, dishes, utensils, and tables and other scheduled kitchen equipment cleaning.
10. Cooperate with the Food Service Manager and/or Building Head of School and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas

Financial and Inventory Responsibilities

1. Assist in processing all delivery receipts, production sheets, and daily sales records as directed.
2. Assist in preparation of production sheets and daily food counts
3. Assist in ordering all necessary supplies
4. Report to the Food Service Manager any faulty or inferior quality food that is received
5. Oversee the locking of the storeroom and the maintaining of correct inventories
6. Keep daily records of what is used
7. Assist in the requisition food stuffs and verification of receipt of food shipments
8. Assume responsibility for the security of food and supplies

Other

1. Report immediately to the Head of School any problem or accident occurring in the kitchen or cafeteria area
2. Maintain friendly relations with other school staff and with lunchroom customers
3. Confer with the food service supervisor regarding any personnel problems and matters related to the food service operation
4. Prepare all reports as directed by the Food Service Manager
5. Keep the Food Service Manager and Head of School informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the Food Service Manager and/or Head of School in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance