



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Head Cook

**Department:**

Food Services

**Unit:****Immediate Supervisor:**

Director of Food Services

**Grade Placement:****FLSA Status:****Job Summary:**

Under the direction of the Director of Food Services, the Head Cook is responsible for all food production services and functions in a kitchen facility in the district. The Head Cook ensures that the kitchen operates in a professional manner and fulfills expectations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises daily meal preparation by providing direction to food service personnel in her/his respective kitchen.
2. Prepares breakfast and lunch daily, following recipes and in accordance with government specifications.
3. Implements safety and sanitation procedures that meet local, state and federal standards.
4. Purchases all food and other related items.
  - Orders, accepts deliveries and inventories all necessary goods and supplies.
  - United States Department of Agriculture (USDA) commodity ordering.
5. Maintains and records all government mandated records, including daily logs.
6. Attends conferences and programs to maintain certification.
7. Reviews employee time sheets and certification levels.
8. Supervises the work of all food service employees in the head cook's kitchen.
9. Promotes a positive work environment for all employees.
10. Supports a clean, welcoming environment in the display of food that supports student participation in the food service program.
11. Performs other related duties as assigned.

### EDUCATION AND KNOWLEDGE REQUIREMENTS

**Education Training and Experience Requirements:**

- High School Diploma or equivalent
- At least 1 to 3 years of prior work related experience

**License/Certification Requirements:**

- Food Service Manager License
- Nutrition Certification
- Sanitation Certification

**Knowledge required to perform the essential functions of the job:**

- Knowledge of state and federal guidelines for food preparation and cleanliness.
- Knowledge of all safety precautions applicable to trade.
- Knowledge of calculating recipes, cooking, baking and preparing food for institutions.
- Knowledge of all applicable cooking tools and equipment.
- Knowledge of department administrative, recordkeeping and purchasing procedures and requirements.
- Knowledge of the application, use and proper storage of all chemicals, food items and materials.

**WORK SKILLS AND CHARACTERISTICS****Skills required to perform the essential functions of the job:**

- Skilled in understanding the needs and development of the students served.
- Ability to interact and communicate effectively and appropriately with students, parents and staff.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors and building personnel.
- Coordinating, delegating, leading and training kitchen staff in duties and responsibilities.
- Planning, prioritizing and organizing tasks and functions.
- Ability to utilize basic math principles to adjust recipes and calculate/order products and supplies.
- Ability to record/track food temperatures and prepare proper serving sizes.
- Ability to operate dishwashers, food dispensers and other kitchen equipment.
- Applying and following sanitation procedures and operations in accordance with food service guidelines.
- Ability to read, understand, and follow safety procedures.
- Ability to operate a computer for consumer purchases.

**PHYSICAL REQUIREMENTS****Physical requirements associated with the position can be best summarized as follows:**

Medium work. Exerting up to 50 pounds of force occasionally, up to 25 pounds of force frequently, and up to 10 pounds of force constantly to move objects.