



# Annandale Public School District 876

## JOB DESCRIPTION

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<b>Position Title:</b> Lead Cook	<b>Department:</b> Elementary Food Services	<b>Unit:</b>
<b>Immediate Supervisor:</b> Director of Food Services	<b>Grade Placement:</b> 9	<b>FLSA Status:</b> Non-Exempt

### Job Summary:

Under the direction of the Director of Food Services, the Lead Cook is responsible for the assisting the Director of Food Services with daily operations. Responsibilities include guidance of daily kitchen duties, following sanitation guidelines and ensuring correct proportion sizes.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Director of Food Services with managerial duties including daily meal preparation, enforcing sanitation codes and assisting cashiers.
2. Prepares breakfast and lunch daily, following recipes and in accordance with government specifications.
3. Ensures all safety measures are in place and implemented by employees.
4. Assists the Director of Food Services with purchases of food and other related items.
  - Orders, accepts deliveries and inventories all necessary goods and supplies.
  - USDA commodity ordering.
  - Menu Planning.
5. Maintains and records all government mandated records, including daily logs.
6. Attends conferences and programs to maintain certification.
7. 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 and recordkeeping procedures and requirements.
- Knowledge of USDA commodity system.
- Knowledge of the application, use and proper storage of all chemicals 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.
- Planning, prioritizing and organizing tasks and functions.
- Coordinating and leading staff in duties and responsibilities.
- 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.