



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Site Head Cook

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under the direction of the Food Service Coordinator, the head Cook is responsible for the operation of a school cafeteria. The Head Cook exercises supervision over cooks and cafeteria workers, prepares cooks and serves meals, assists in maintaining food service facilities in a clean and sanitary condition, and assists in the management/operations of a cafeteria

DIRECTLY RESPONSIBLE TO

Site Administrator
District Food Service Coordinator

SUBORDINATES

Cafeteria Assistant
Cafeteria Helpers

DUTIES AND RESPONSIBILITIES

- Prepares and cooks food for serving Breakfast and Lunch according to state guidelines
- Purchases food and supplies
- Assists and supervises cafeteria helpers and student helpers in serving food
- Washes and cleans dishes, pots and pans, and kitchen equipment
- May assist with ordering and preparing snacks for site programs
- Maintains food temperature logs and menu production records
- Be responsible for keeping records and filing reports in connection with the school lunch program
- Maintain quality and portion control procedures
- Inspect and review the food preparation and serving areas to ensure that appropriate cleanliness and sanitation standards are maintained
- Trains staff to substitute in supervisor's absence
- Maintains responsibility for cleanliness, high standards of sanitation and safety in kitchen and storeroom
- Receive, inspect, organize and lead in preparation of foodstuffs, supplies and materials for storage
- Responsible for inventory control including security, food safety and management, and First-In-First-Out (FIFO) rotation procedures
- Perform related duties as assigned by manager or supervisor

QUALIFICATIONS

Knowledge of:

- Mathematical concepts
- Sanitation and safety procedures related to using food service equipment and preparing, serving and storing food.
- Methods of computing and preparing food quantities, required by daily, weekly or monthly menus
- Methods of taking inventory of foods, supplies, utensils, and equipment.
- Various computer programs to maintain and complete records and reports
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Work independently
- Use calculator
- Pass basic math proficiency test or show transcripts
- Estimate quantities of food
- Keep accurate records
- Supervise adult and student workers
- Follow oral and written instructions
- Establish and maintain cooperative working relationships with supervisors, and colleagues, and subordinates
- Maintains open/effective communications
- Anticipate time constraints. Manages tasks efficiently to meet deadlines.
- Operate commercial kitchen equipment, appliances and utensils in a safe and efficient manner
- Show initiative and qualities of responsibility and leadership in operation of the kitchen

Requirements:

- Tuberculosis Screening/clearance
- Criminal Justice Fingerprint clearance
- Possess a valid California Driver's License and maintain insurability
- Stay Current with USDA changes for Feeding Programs

Credential/License

- Current Food Safety Certification

Experience/Education

- Completion of the twelfth grade
- One year in food management background

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Physical agility to lift, carry, push and/or pull items up to twenty-five (25) pounds on a regular basis; lift/push/pull items up to fifty (50) pounds on an occasional basis; and on occasional basis lift/push/pull items in excess of fifty (50) pounds with assistance
- Perform repetitive tasks for prolonged periods
- Hear and speak to exchange information in person, on the telephone and under noisy conditions
- See to read a variety of print and electronic material
- Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position
- Stand and walk
- Bend at the waist, kneel or crouch to reach materials.
- Stand for extended periods of time

WORKING ENVIRONMENT

School Cafeteria. This position will be in both an indoor and outdoor cafeteria environment setting. Employees in this line of work will be exposed to working with utensils and equipment form normal to a commercial kitchen environment, including electrical and gas-fueled equipment, ovens,

and chemicals used for cleaning. Employees will be exposed to hot food items, serving trays, and heated equipment; sharp knives and slicers; Employee will also be exposed to cold from walk-in refrigerators and freezers, and will work in confined work areas, and may be exposed to wet and/or slippery surfaces

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. An employee holding this position may perform additional duties and additional duties may be assigned. The conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY AND WORK INFORMATION

Classified Salary Schedule: Site Head Cook

Work Year: 183 Days, ten (10) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.