

## **HEAD COOK**

### **DEFINITION**

To coordinate and perform the day to day activities within an assigned full service school kitchen and cafeteria; to perform a wide variety of cooking and baking duties for the purpose of providing appealing and nutritional meals; and to function as productive and cooperative team member.

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at the journeyman level of job performance. Employees in this classification perform the full range of assigned duties in an independent manner. Employees in this job classification receive instruction or assistance only as new or unusual situations arise and are competent and knowledgeable of the operating procedures and policies within the District. Employees in this job class are responsible for providing appetizing and nutritional food as directed.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Manager of Food Service

May exercise direct, technical, and/or functional supervision over assigned staff, students, and/or volunteers

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Monitors and participates in the preparation of a variety of foods including main dishes, baked goods, sauces, soups, meats, and vegetables in conformance with state/federal regulations, local health ordinances and District policies and with the purpose of providing food that appeals to sight and taste.

Oversees, monitors, and participates in the distribution of individual servings in a manner that is visually appealing and provides appropriate portions.

Oversees, monitors, and participates in the operation, maintenance, and cleaning of food service equipment, machines, and tools properly and in accordance with established policies and procedures.

Follows established District-wide operational standards to include proper use of machines, tools, and equipment and proper measurement and handling of supplies and food.

Records and controls food inventory and supplies for assigned facility and its operations according to established procedures.

Uses appropriate computer programs, software, and databases to be used in support of the kitchen's food service program as directed.

Opens assigned kitchen, turns alarms on and off, and prepares worksite for daily activities.

Monitors the performance of assigned employees and students to maximize efficiency and effectiveness of operations; reports any issues to Manager of Food Service and/or site administrator as necessary.

Participates in the training of assigned food service employees, students, and volunteers as needed.

Participates in food service training, workshops, and conferences as directed.

Completes meal counts, status sheets, and inventory reports.

Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Standard and accepted principles, procedures and equipment used in the acquisition, storage, care, preparation, cooking, baking, and serving of food in large quantity.

Basic principles of routine recordkeeping and inventory control.

Federal, state, and local regulations applicable to food service operations and child nutrition programs.

Standard and accepted principles of good nutrition and of the application of nutritional knowledge to the food service needs of school age children.

Basic principles of food handling, sanitation, and safety measures used in the operation, cleaning, and care of utensils, equipment, food preparation and serving areas.

### **Ability to:**

Learn and understand the District's organization, policies, operations, and procedures.

Understand and carry out a variety of both oral and written instructions in an independent manner.

Oversee and coordinate the work of assigned staff and volunteers in a manner that creates a proactive, efficient, and positive team environment.

Maintain accurate records and prepare necessary reports.

Understand the conversion of measurements and perform mathematical calculations with speed and accuracy.

Plan and accurately estimate the appropriate amounts of food and other resources needed for future use.

Perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **LICENSES AND CERTIFICATES**

May require possession of a valid and appropriate California State driver's license.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

#### **Training**

The successful completion of the twelfth grade or the equivalent to include the ability to read, write and perform mathematical calculations at a level required for successful job performance.

#### **Experience**

At least two (2) years of progressively responsible experience performing duties similar to the District's Food Service Assistant II

### **TYPICAL PHYSICAL REQUIREMENTS**

Required to use hands and fingers to operate a variety of objects, equipment and food; stand, stoop, kneel, bend, walk, reach, lift, push, pull, and crouch; talk and hear clearly and concisely. Required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 50 pounds. Corrected hearing and vision to normal range, verbal and written communications required.

### **TYPICAL WORKING CONDITIONS**

Employee performs assigned duties indoors with conditions ranging from hot to cold at times. Continuous contact with District staff, management, and students as well as the general public.