

TITLE: Head Cook

MINIMUM QUALIFICATIONS:

- State of Illinois Department of Public Health Food Sanitation License.
- Knowledge of the daily food requirements for the children in building
- High School Diploma or equivalent
- Physical fitness and emotional stability to carry on the job

REPORTS TO: Superintendent

WORK YEAR: 200 days (two weeks after and before school session)

WORK DAY: 7 hours (extra hours will need to be preapproved)

EVALUATOR: Superintendent

JOB GOAL: To support the high quality health and wellness program at the school through this position

BASIC FUNCTION:

Run, organize, control, cook and service the food.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Nutritional requirements of school age children
- Sanitation and safety practices related to cooking and serving
- Federal and State regulations for Child Nutrition Program
- Applicable laws, codes, regulation, policies and procedures

Ability to:

- Submits all required reports and paperwork to ISBE
- Assure that food items are prepared, served, and stored properly
- Assure compliance with health and sanitation requirements
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and timelines
- Work productively in a variety of situations
- Maintain regular attendance
- Demonstrate good work judgment
- Cooperate with principal, faculty, student and food service staff to make the food service program an integral part of the total school
- Keep a positive attitude
- Maintains self control

- Accept constructive criticism
- Maintain a neat and appropriate appearance
- Exhibits punctuality and enthusiasm

#### DUTIES & RESPONSIBILITIES

- Ensure the maintenance of daily production records, equipment temperature charts and food temperature charts that are kept everyday.
- Follow the instructions on the recipe cards.
- Inspect all food service equipment to insure it is properly functioning.
- Oversee that the daily operation of the kitchen is done everyday properly.
- Oversee meal preparation of breakfast, lunch, ala carte.
- Maintain a clean environment and ensure clean up after breakfast and lunch
- Mark stock and put away when needed.
- Awareness of where all materials and supplies are located.
- Notifies the Superintendent when you need something or have a concern that affects your job.
- Ensure that subordinate employees perform their assigned duties.
- Ensure that parents are aware of any outstanding lunch balances every two weeks.
- Ensure that children in K-12 have at least a minimum of 2 oz of meat, at least 2 different serving vegetables, fruits, or both totaling 3/4 cups, 8 oz milk, and 8 serving per week of grains/breads
- Work under supervision of the Superintendent without complaining or gossiping, but willing to give suggestions for food program improvement.
- Ensure all orders are submitted, delivered, and put away. Attempt to schedule all deliveries for days in session.
- Other duties as assigned.

#### TERMS OF EMPLOYMENT:

- At will employee as defined in board policy. See notice of assignment.

#### EVALUATION

- Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified staff.

APPROVED BY:      DATE:

REVISED: 9.13.17