

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Head Cook
Department: School Site - Food Services
Reports To: Director of Food Services

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under general supervision of the Director of Food Services, to plan, organize and supervise the activities of a cafeteria which and has an assigned staff to assist in the preparation of meals; to supervise the work of a food service staff; to do related work as required;

ESSENTIAL DUTIES

- Assigns and directs the work of cafeteria staff and student workers.
- Plans menus under the direction of the food service director in conformance with standards established by the National School Lunch and Breakfast programs and related federal/state regulations for student breakfasts, lunches, and staff lunches.
- Insures safe, clean, orderly and efficient food service equipment and facilities.
- Establishes and maintains appropriate standards of efficiency and neatness for staff and student workers.
- Participates in staff meetings, conferences and workshops concerning school district food service.
- Consults with school principals and Director of Food Services concerning cafeteria needs, conditions and staffing.
- Determines quantities of food and supplies required.
- Orders, receives, stores and accounts for needed food and supplies.
- Is accountable for all cafeteria money transactions including balancing cash, bank depositing, reduced/free lunches and related reports
- Observes and promotes safe work practices and procedures.
- Takes and records internal food temperatures.
- Plans food production for the following days by preparing the designated food items ahead of time.
- Plans and implements an acceptable placement of steam table pans on the cafeteria line prior to serving time.
- Takes temperatures of warming units, freezers and refrigerators.
- Transfers supplies and equipment between storage, work, serving, and cleaning areas in an appropriate manner.
- Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage guidelines.
- Stores food in refrigerators after covering, labeling, and dating; properly discards out dated food items.
- Courteously serves food with accuracy and speed while adhering to portion control, safety and appearance standards.
- Maintains kitchen work areas, equipment, and utensils in clean and orderly condition.
- Reports needed supplies and equipment malfunction to Director of Food Services.
- Rotates stock, checks receiving dates, refills coolers and units as needed
- Follows established sanitary techniques while preparing and serving food and while handling clean utensils.
- Uses and wears safety and/or protective equipment, as appropriate.
- Attends in service training sessions to develop and improve knowledge and skills.
- Adheres to uniform and personal hygiene requirements.
- Performs other duties as assigned by the Director of Food Services.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods of preparing, storing, and serving foods in large quantities.
- Care and use of food service equipment.
- Sanitation and safety procedures relating to food preparation, service, and storage.
- Methods of computing food quantities required by prescribed menus.
- Basic computer operation.
- Basic requirements of the National School Lunch and Breakfast Program.

ABILITY TO:

- Remain flexible despite frequent schedule or job duty changes.
- Establish and maintain effective working relationships with co-workers and students.
- Prepare quality food appropriate to the needs of students.
- Assist in estimating quantities of food required.
- Make arithmetical calculations with speed and accuracy.
- Work safely.
- Follow oral and written instructions.
- Count money and make change.
- Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines.
- Communicate effectively with staff, other personnel, and the public.
- Efficiently and effectively operate electronic point-of-sale (POS) equipment such as cash registers, computers, and keypads.

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: graduation from high school, with supplemented experience, course work or training in food services management procedures or a closely related field.
- Possession of a valid California Food Safety Certificate
- Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying.
- Some experience in food preparation and kitchen maintenance preferred.

WORKING CONDITIONS

ENVIRONMENT:

- Food service environment.
- Work in a wide range of temperatures.
- Subject to heat from ovens.
- Employee in this position will be required to work indoors.
- Employee comes into direct contact with students, staff and public.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects.
- Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.