

JOB DESCRIPTION - HEAD COOK

Qualifications: Prefer a high school graduate with experience in large quantity food preparation, general knowledge of food preparation and cooking, and organizational skills necessary for managing the daily operations of a school kitchen. Ability to read, write and understand English, to perform basic mathematics, and to work cooperatively as a leader of a group of food service personnel.

Reports to: Director of Food Services

Basic Function: Prepare meals including menu planning, food ordering, and meal preparation for Bonduel High School, Bonduel Middle School, Bonduel Elementary School, Navarino Elementary School, and Cecil Elementary School.

Work Schedule: Full-time school year, Level I food service position with normal hours from 6:15 AM - 1:15 PM. Annual work schedule is 1260 hours.

Job Goal: Plan and prepare healthy, nutritious meals and maintain a clean, safe food processing and storage environment.

Responsibilities:

1. Kitchen Management
 - a. Plan daily menus for breakfast and lunch programs in conjunction with other head cooks.
 - b. Assign daily duties to kitchen personnel.
 - c. Work cooperatively with Food Service Director.
 - d. Know general background of School Lunch Program and DPI contractual requirements.
 - e. Follow proper procedure in the event of an accident.
 - f. Conduct final check of the kitchen at the end of each work day.
 - g. Follow safety rules and procedures.
2. Record Keeping
 - a. Record food used daily on production records.
 - b. Check deliveries when received.
 - c. Record and order milk.
 - d. Turn money into district office daily.
 - e. Count tickets daily and report totals to Food Service Director.
 - f. Requisition food and other products needed for the kitchen from the Food Service Director.

- g. Complete a monthly commodity inventory and a complete end of year inventory to be given to the Food Service Director.
 - h. Maintain any other records needed to effectively operate the food service program.
3. Food Preparation and Service
- a. Direct cooking for hot lunch program.
 - b. Prepare and cook food for ala carte menu.
 - c. Oversee proper line setup, service and portioning.
 - d. Read and standardize recipes and be accurate in weights and measurements.
4. Sanitation and Maintenance
- a. Know proper use, cleaning, storage and preventive maintenance of all hand tools and large equipment.
 - b. Follow proper sanitation principles throughout food preparation, cooking, and cleanup.
 - c. Follow work and cleaning schedules.
 - d. Report any repair or maintenance needs to the custodians for repair and to the Food Service Director, in the event that they are not repaired.
5. Other Responsibilities
- a. Maintain friendly and courteous relationships with coworkers.
 - b. Perform nonroutine duties as assigned by Director of Food Services.

Approved: June 20, 1994

Revised:

HEAD COOK EVALUATION

NAME _____

DATE _____

Superior	5
Very Good	4
Average	3
Fair	2
Poor	1

Kitchen Management

1. Kitchen Management

- _____ a. Plan daily menus for breakfast and lunch programs in conjunction with other head cooks.
- _____ b. Assigns daily duties to kitchen personnel.
- _____ c. Works cooperatively with Food Service Director.
- _____ d. Knows general background of School Lunch Program and DPI contractual requirements.
- _____ e. Follows proper procedure in the event of an accident.
- _____ f. Conducts final check of the kitchen at the end of each work day.
- _____ g. Follows safety rules and procedures.

2. Record Keeping

- _____ a. Records food used daily on production records.
- _____ b. Checks deliveries when received.
- _____ c. Records and order milk.
- _____ d. Turns money into district office daily.
- _____ e. Counts tickets daily and reports totals to Food Service Director.
- _____ f. Requisitions food and other products needed for the kitchen from the Food Service Director.
- _____ g. Completes a monthly commodity inventory and a completes end of year inventory to be given to the Food Service Director.

_____ h. Maintains any other records needed to effectively operate the food service program.

3. Food Preparation and Service

_____ a. Directs cooking for hot lunch program.

_____ b. Prepares and cooks food for ala carte menu.

_____ c. Oversees proper line setup, service and portioning.

_____ d. Reads and standardizes recipes and are accurate in weights and measurements.

4. Sanitation and Maintenance

_____ a. Knows proper use, cleaning, storage and preventive maintenance of all hand tools and large equipment.

_____ b. Follows proper sanitation principles throughout food preparation, cooking, and cleanup.

_____ c. Follows work and cleaning schedules.

_____ d. Reports any repair or maintenance needs to the custodians for repair and to the Food Service Director, in the event that they are not repaired.

5. Other Responsibilities

_____ a. Maintains friendly and courteous relationships with coworkers.

_____ b. Performs nonroutine duties as assigned by Director of Food Services.

Comments: _____

Supervisor

Date

Employee

Date

The employee's signature indicates that the employee has read the above evaluation and has received a copy and does not necessarily mean that the employee agrees with all the observations and comments. Employees are invited to attach any additional comments to this evaluation.

Approved: June 20, 1994