



Position Title: **Head Cook**  
Department: Nutrition Service  
Reports To: Manager, Nutrition Service

**SUMMARY:** To supervise the preparation and service of quality food to students in a quick and pleasant manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Plans and assists in carrying out the preparation of all baked items and some cooked items
2. Performs the major cooking tasks in preparing school meals in accordance with planned menus
3. Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met
4. Reports inferior quality of food or faulty equipment to the appropriate authority
5. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served
6. Records all food requisitions from the storeroom
7. Serving of food and cleaning of dishes and equipment
8. Arranges for proper storage of food supplies and sets standards of efficiency and sanitation in food preparation
9. Correspond with district staff and stakeholders via email
10. May be asked to translate, if applicable
11. Works with custodial and maintenance staff in cleaning of kitchen and equipment
12. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:**

1. See that ordering is completed correctly and timely
2. See that all kitchen paperwork is done accurately and timely
3. Oversee kitchen's inventory
4. Deliver training to kitchen staff
5. Attend meetings with Director and other Head Cooks for planning/training, etc.
6. Enforce food safety rules with Asst. Cooks
7. Manage production numbers & production sheets; coordinate with Secretary at District Office
8. Communicate regularly with school principal and secretaries

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Oregon Food Handlers Certificate required.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) preferred. Previous experience with large scale cooking and food preparation/serving. Current member of Oregon School Nutrition Association and willing to work towards OSNA Certification. Attend food shows/classes/training when appropriate.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization. Preparation and experience needed to carry out assigned responsibilities. Knowledge of methods of preparing, cooking and serving foods. Knowledge of operating equipment found in kitchens; understand and carry out oral and written directions; maintain cooperative relationships with fellow employees and get along well with children. Experience in the preparation and serving of food in a school lunch room or cafeteria of equivalent size desired.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with co-workers and students, and have the ability to plan own work schedule and to direct helpers under his/her supervision. General knowledge of the best methods of preparing and cooking foods in large quantities; ability to adjust recipes to the quantity required. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck

and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date