

Position Title: Head Cook, Nutritional Services

Reports To: Nutritional Service Director

Job Goal: To serve attractive, nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

Preparation, Experience, Skills:

- Able to obtain a satisfactory statement of health as required by law.
- Must understand quantity, food production, and the operation of institutional equipment.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting.
- Is capable of completing food production records, cost sheets, and monthly inventory records.
- Is able to effectively guide, lead, and motivate individuals to accomplish day to day activities.
- Must be able to maintain high morale and satisfaction among production staff.
- Is capable of responding and dealing with a crisis situation.
- Is able to work with other departments within the school district.
- Participates in 12 hours of in-service/workshop activities annually.
- Complete Iowa State University short courses and ServSafe Sanitation Course.

Principle Duties:

- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Maintains the highest standards of safety and sanitation in the kitchen.
- Checks food deliveries for quality, quantity, and specification.
- Order on a weekly basis food and supplies required for breakfast and lunch.
- Determines the quantities of food to prepare daily.
- Prepares food according to a planned menu and tested standardized recipes.
- Determines serving size to meet the necessary age requirement.
- Confers with the Nutritional Service Director any personnel problems, shortages, or discrepancies.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Must be able to regularly lift, move, or push items of 25 lbs. and occasionally be able to lift, move, or push items of 50 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in a fast-paced setting, meet multiple demands from several people, and interact with the public, students, and other staff.

PHYSICAL DEMANDS

		NEVER 0%	OCCASIONA L 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (# 50 lbs)		X		
I.	Carrying (# 25 lbs)			X	
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer/Calculator			X	
	Kitchen utensils and appliances			X	
K.	Working Conditions				
	Inside				X
	Outside		X		
	Extremes of Temperature/Humidity			X	
	Hazards: Fire, pressurized steam, hot cooking surfaces and equipment, moving machinery, natural gas, water pressure, hot grease, high temperatures from cooking operations, electrical current, escaped steam, sharp objects, slippery floors				X

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of students.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 10 Month Employee (Crest *Only* - 12 Month Employee)
Benefits in accordance with negotiated agreement.

Date of

Revision: 3/15/2008
2/8/2024

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