

Food Service - Head Cook

Williston School District #7

Job Title: Food Service - Head Cook
FLSA: Non-Exempt
Reports to: Food Service Director, Head Cook and/Building Principal

Job Summary:

Assists in preparing, cooking, or serving food in school cafeteria, cafeterias or central school district kitchen.

Essential Duties and Responsibilities:

- ☐ Operate specialized food service equipment.
- ☐ Assist in food production, service and/or cleanup tasks as assigned.
- ☐ Receive and unpack food and supplies.
- ☐ Clean and maintain food service equipment and facilities.
- ☐ Participate in ongoing professional training.
- ☐ Observe safety and security procedures; report potentially unsafe conditions.
- ☐ Enforce federal and state regulations regarding nutrition standards.
- ☐ Interacts well with children, other school personnel and the public.
- ☐ Enter meal payments on POS software program
- ☐ Distribute lunch balance letters
- ☐ Process students through lunch line
- ☐ Assure students receive reimbursable meal
- ☐ Assist with clean up in kitchen and cafeteria as directed
- ☐ Maintain records for required audits and reviews.
- ☐ Do weekly grocery and bread orders.
- ☐ Maintain menu planning production book.
- ☐ Take inventory of supplies and equipment.
- ☐ Participate in, and direct preparing, cooking, serving, and clean up of meals.
- ☐ Other duties as assigned

Supervisory Responsibilities:

This job may supervise employees in the food service department at their location.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS:

Ability to identify and resolve problems in a timely manner. Ability to maintain confidentiality.

Ability to communicate well with others. Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed. Ability to follow policies and procedures. Ability to prioritize and plan work activities and use time efficiently. Ability to approach others in a tactful manner. Ability to follow instructions and respond to supervisor direction and take responsibility for your own actions. Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to meet challenges with resourcefulness and generate suggestions for improving work.

TECHNOLOGY SKILLS:

Basic computer skills preferred

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:

High School diploma or GED required. Prior experience or training is preferred

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk and uses hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

TERMS OF EMPLOYMENT:

189-day calendar

Employee Printed Name

Employee Signature

Date

