

## Cottonwood Joint School District No. 242

### Head Cook Job Description

#### **QUALIFICATIONS:**

1. Possess a thorough knowledge of food service operations, techniques, equipment, materials and supplies
2. Be willing to learn and conform with local, state and federal requirements pertaining to school lunch programs.
3. Be willing to attend workshops and classes in order to become better informed and to promote excellence on the job.
4. Be able to maintain an accurate and current inventory of foods and supplies in order to provide a variety of nutritious, well balanced school lunches.
5. Be willing to work with the district/elementary secretary and district clerk in the maintenance of the school lunch budget and to work within the confines of that budget.
6. Be willing to work with the state school lunch officials in meeting the state requirements for school lunch quality
7. Be able and willing to work in an advisory capacity with the school lunch cooks and administrators in each school, to consult and assist with organization and planning for the school lunch program.

**JOB GOALS:** To assist in the planning and preparation of attractive, well balanced meals and to assist in the organization, planning and operation of the school lunch program.

**REPORTS TO:** The superintendent

**PERFORMANCE RESPONSIBILITIES:** The head cook will perform each of the tasks outlined in the School Lunch Cook's job description. In addition, the head cook will:

1. Assist the administration and other school lunch staff in the planning and operation of the school lunch program.
2. Plan menus which include both variety and nutrition, and make changes or adjustments when observation indicates that change is necessary.
3. Maintain an accurate inventory of foods and supplies and place orders with approved dealers for items necessary to operate the school lunch program in an efficient and economical manner.
4. Keep an accurate accounting of inventories, purchases and meals served, and use this information in the preparation of state reports.

5. Work with classroom teachers in presenting food and nutrition lessons and school lunch goals and requirements to students.
6. Create a pleasant, positive environment for children, staff and co-workers.
7. Maintain a professional manner in dealing with the staff and the public.

**TERMS OF EMPLOYMENT:** The head Cook shall be considered an “at will” employee and shall work during each day school is in session and any additional days as determined by the superintendent for opening and closing the school kitchens at the beginning and end of the school year. Also the Head Cook will be expected to attend regional and/or state training workshops relating to his/her position. Benefits will be determined by current school district policy.

**EVALUATION:** The Head Cook will be evaluated annually by the superintendent in accordance with the district policy.