

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Head Cook

Department: Food Service

Reports to: Food Service Director

FLSA Class: Non-Exempt

Effective Date: 9/6/2023

SUMMARY

Provides students daily with a wholesome, nutritious Class “A” lunch, as determined by the National School Lunch Program in an efficient, clean, and warm environment.

DUTIES

1. Complies with established sanitation standards, personal hygiene, and health standards.
2. Assists in preparation and serving of food in an efficient and friendly manner in accordance with local, state, and federal regulations meeting special dietary or nutritional requirements.
3. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment and food safety.
4. Supervises and maintains the highest standards of safety and cleanliness in the kitchen.
5. Ensures all equipment is functioning correctly at the start and end of each workday.
6. Purchases all food and supplies and makes recommendations for equipment purchases for the kitchen within the budget.
7. Plans and checks all menus for school meals and informs students, parents, and staff of menus.
8. Plans disposition of government commodities and keeps accurate records as part of the food service program.
9. Collects invoices upon receipt of commodities.
10. Prepares and maintains a list of substitute cooks.
11. Trains assistant cooks in all tasks so that, in his or her absence, duties can be performed.
12. Submits orders to appropriate vendors as needed.
13. Checks food shipments into the school, signs invoice after each is verified, and assists in the storage and shelving of such products.
14. Portions food to the students in accordance with State and Federal regulations.
15. Supervises in the planning, purchase, and preparation of any special events required for the school as directed.
16. Prepares food according to the planned menu and determines if the finished product is of the best quality both in flavor and appearance before serving.
17. Records all food and other requisitions into and out of the storerooms and keeps a perpetual inventory of all transactions.
18. Provides Food Service Director with list of supplies as needed and bread orders weekly.
19. Completes production sheets.
20. Reports kitchen/cafeteria problems or accidents immediately to the building principal.
21. Reports personnel issues to the Building Principal immediately.
22. Supervises and assists in the daily cleaning of all kitchen equipment, washing of dishes, table service, and utensils, and ensures all are in proper working order and readiness for the following workday.
23. Ensures kitchen linens are laundered.
24. Keeps inventory of all kitchen appliances and equipment for insurance purposes.

25. Monitors that all personnel are at work stations when assigned and performing assigned tasks to insure that meals are ready when necessary.
26. Ensures all work is completed prior to the end of the work day.
27. Unlocks and opens the kitchen daily as well as locking at conclusion of day.
28. Assists other kitchen personnel as needed.
29. Performs other tasks as assigned related to job area.
30. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all staff.

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Must have a food service sanitation certificate up to date.
3. Must be familiar with food preparation including appliances, recipes, etc.
4. Ability to understand and follow basic oral and written instructions.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Ability to stand for long periods of time.
8. Ability to lift and carry up to 50 lbs.
9. Ability to push/pull up to 20 lbs.
10. Ability to communicate with students, parents and staff in an acceptable/courteous manner.

SCHEDULING

The schedule is subject to change with district demands. Overtime is required when requested.