QUALIFICATIONS:
High School diploma or equivalent
Training as a head cook or willingness to be trained as such
Experience working with employees/students in an authoritative role
Such alternatives to the above as the Board may find appropriate

EMPLOYMENT TERMS:
Salary and work year to be established by the Board

REPORTS TO:
Building Principal and Cafeteria Supervisor

SUPERVISES:
Building Cooks and Student Workers

JOB GOAL:
Work with Cafeteria Staff to provide courteous, orderly, punctual, and safe delivery of nutritious and tasty meals to students

EVALUATION:
Performance of this job will be evaluated in accordance with the Board’s policy on Evaluation of Classified Personnel

PERFORMANCE RESPONSIBILITIES:
Organize and direct food service employees/students by establishing work schedules & routines; introduce, orient, & instruct new/substitute employees
Follow recipes and make adjustments for quantity needed
Operate ovens, pressure cookers, steamers, slicers, dishwashers, mixers, etc. and work on gas or electrical equipment with hot surfaces, and sharp edges
Deal with students/staff in a friendly manner, even the occasional unruly person
Model rules of cleanliness by keeping work area clean and exhibiting proper dress and grooming to staff; expect the same of entire staff
Unlock and prepare kitchen area for daily routine and begin preparing meals
Recheck daily menu, its requirements, instruct or assign incoming personnel to duties as needed, follow through on daily routine
Place all orders - food, produce, and supplies with Cafeteria Supervisor
Oversee and assist in serving lines
Maintain bookkeeping records, including daily reports of food prepared, number of meals served, and inventory records; complete time sheets & other forms
Anticipate personnel/equipment needs; submit requests to Supervisor
Lift a minimum of 30 pounds, and with help lift other amounts of weight
Handle trays, pots, and pans, along with silverware and dishes if required
Use water containing soap and disinfectants, without allergic reaction
Communicate and work with Custodians and daily delivery personnel
Maintain proper care of stock in refrigerators, freezers, and storeroom
Work with Principal and Cafeteria Supervisor for the overall operation of cafeteria
Promote safe practices in food preparation and equipment use
Use proper methods of sanitation so as to avoid any possible harm to students/staff and to pass all inspections by Local/State/Federal authorities
Occasional exposure to blood and bodily fluids
Comply with all Plain Local Board of Education policies and procedures
Perform other duties as directed