

**PLAIN LOCAL SCHOOLS
JOB DESCRIPTION
HEAD COOK**

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