

**TITLE:** Head Cook

**REPORTS TO:** Building Principal

**FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt. This position is an hourly position.

**QUALIFICATIONS:**

1. Must be at least 21 years of age.
2. Submit to a criminal history check as required by the school district.
3. High school diploma.
4. Supplemental courses in culinary arts preferred.
5. Current Food Handlers Permit required.
6. Management skills, school lunch program knowledge and understanding of federal and state regulations for school food service programs are required.
7. Two years of experience in the preparation and serving of foods in a school lunch room or in a restaurant or cafeteria of equivalent size.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. Must be proficient in English both oral and written.

**JOB GOAL:** Completes all State and Federal reporting for the district. Arranges and performs the preparation of meals at a school.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. Ability to:**

1. Understand and carry out oral and written directions.
2. Maintain cooperative relationships with fellow employees and students.
3. Use independent judgement and decision-making.

**III. General Duties**

1. Supervise food preparation and serving.
2. Keep school commodity, site, state, federal, inventory, purchasing, Employee Leave, health department, and other records on file for three years.
3. Maintain awareness of the financial status of the school food service program.
4. Perform major cooking tasks, including food preparation for various District functions (meetings, catered events, etc.) that may occur on their site.

5. Supervise the maintenance and cleaning of dishes, equipment and facility, including simple repairs.
6. Arrange for all ordering, deliveries, pickups, transfers, and proper storage of food, supplies, and equipment for their site.
7. Maintain high standards of efficiency and sanitation in food preparation.
8. Make written reports including, but not limited to, monthly menus, daily production sheets, ELSA's, time cards, evaluations, newsletter items, memos, petty cash vouchers, SMI reviews, inventory of various kinds, replies to public inquiries, and other needed documentation.
9. Operate equipment, including District vehicles (or their own private vehicle, for which they will be reimbursed at the current rate per mile) for food delivery, pickup or transfer.
10. Prepare menus.
11. Instruct student workers if applicable.
12. Train new or substitute personnel in kitchen maintenance and procedures.
13. Maintain responsibility for a small petty cash account and/or charge account at a nearby market, in case of emergencies.
14. Makes electronic requisitions as needed.
15. Cooperatively arranges with other Cooks in order to:
  - Purchase foods in such a way as to maximize savings, and minimize purchases towards the end of each school year.
  - Create, maintain, and coordinate the use of a "pool" of substitute cooks.
  - Successfully allocate each commodity order based on size, need, and available storage space.
  - Reach yearly agreements with vendors concerning delivery times and prices prior to each school year.
16. Represents Food Service in the event of the need to meet with the superintendent, the School Board, or other groups.
17. Attends meetings and trainings as required by the District.
18. Reports to Superintendent.
19. Accesses a computer and checks on announcements and notices on a daily basis.
20. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
21. Follows all District policies and those contained in the appropriate district handbook.
22. Perform other job related duties as delegated.

**IV. Timeliness:**

1. Manages time properly.
2. Attends requested meetings in a prompt and reasonable manner.
3. Is responsible for turning in requested information complete and on time.
4. Arrives on time and works scheduled hours.
5. Notifies the Superintendent and/or building administrator in the event of illness.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** The Head Cook will be employed up to 8 hours per day on all student contact days, two days preceding the school year, and two days following the school year. Salary as outlined and agreed to in the Collective Bargaining Agreement between Monroe School District #1J and the Classified Association.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by** \_\_\_\_\_ **Date** \_\_\_\_\_