

**INDEPENDENT SCHOOL DISTRICT 728**  
**ELK RIVER, MINNESOTA**  
**JOB DESCRIPTION**

JOB TITLE: Head Cook

CLASSIFICATION: Cook

REPORTS TO: Manager of Food Service

DATE REVISED: March 2007

PURPOSE: The Head Cook supervises the work of food service employees in order to prepare and serve nutritious lunches while maintaining a safe and sanitary kitchen and lunchroom.

DUTIES AND RESPONSIBILITIES:

1. Prepares the main dish and organizes and supervises other employees in the preparation of food so that it is prepared according to schedule and ready in a nutritious and timely manner.
2. Supervises and assists counter set-up and meal service so that food is served in a timely and orderly manner.
3. Supervises and assists in clean up including counter, dishes, stove, equipment so that kitchen and lunchroom are available for next day use.
4. Takes inventory, rotates stock, orders supplies so that material and supplies are on hand for a weeks menu in advance.
5. Plan for school lunch pattern meal and recipe adjustments, maintain operating records so that information is on hand for evaluation and review by the Manager of Food Service.
6. Works with building staff to provide for special needs and maintains good relations with students, staff, and community.
7. Provide work direction and daily guidance to food service workers on site.
8. Supervises and assists with grocery delivery.
9. Follow Hazard Analysis Critical Control Points (HACCP) plan and maintain required recordkeeping.
10. Work with the Manager of Food Service to plan menus.
11. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Demonstrated supervisory and organizational skills.
3. Good general math skills to complete necessary reports.
4. Successful completion of Level III School Food Service Certification Program from the School Nutrition Association.
5. Knowledge and experience in menu planning, meal evaluation, care and use of kitchen equipment and appliances, proper sanitation methods, and use and conversion of standardized recipes.
6. Demonstrated skills in written and oral communications.
7. Ability to maintain good public relations with students, staff, and community.
8. Regularly able to lift heavy objects in excess of forty (40) pounds.
9. No allergies to kitchen/cleaning chemicals.
10. Ability to gain support/cooperation from other school staff in order to meet the mission of Food Service Department.
11. Ability to work overtime including weekends and holidays.
12. One (1) to three (3) years as an institutional cook or in quantity cooking.
13. Serv Safe certification is desirable but must be attained within six (6) months of placement in a Head Cook position.
14. Training and/or use of computer equipment is required.