



HEAD COOK / KITCHEN MANAGER
JOB DESCRIPTION

Effective: January 1, 2015

QUALIFICATIONS:

1. A high school diploma or training and experience that are considered equivalent.
2. All necessary titles, licenses and certification required by the state and federal government in order to hold position.
3. A knowledge of good dietary practices.
4. A proficiency in the preparation of large quantities of food.
5. Good human relations with the ability to communicate in a courteous manner.
6. A neat appearance.
7. Competence in supervising others.
8. Such alternatives to the above qualifications as the Principal/School Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Assists other cooks in the preparation of food.
2. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
3. Maintains a neat and orderly kitchen with the highest standards of safety and cleanliness.
4. Checks food shipments into the school, signing invoices only after each order has been verified.
5. Determines the quantities of each food to be prepared daily according to a planned menu using tested and uniform recipes.
6. Serves the proper serving sizes to meet the necessary requirements with regard to the ages of those served as per regulations.
7. Records all food requisitions from the storeroom, and records all meals served as required by state standards.
8. Oversees the locking of the storeroom, freezer, and refrigerator, and maintaining of a correct monthly inventory.
9. Orders all necessary supplies to approved vendors.
10. Reports immediately to the building principal any accident or student behavioral problem occurring in the kitchen or the cafeteria premises.
11. Evaluates cafeteria personnel in the building and confers with the building principal regarding any personnel problems.
12. Reports to the building principal any faulty or inferior quality food which is received.
13. Supervises and assists with the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
14. Complies with all Federal, state and local laws and regulations for the maintenance, repair and operation of equipment and machines [OSHA].
15. Oversees lunchroom receipts and student lunch data.
16. Complies with all Federal, state and local laws and regulations for the storage, use and disposal of trash, rubbish, waste and hazardous material [OSHA].

17. Other duties as assigned by the building principal.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with St. Mary's School. Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

TERMS OF EMPLOYMENT:

173 Days (170 days same as student schedule, 3 work & inservice days); 4 hours per day excluding lunch (9:30am-1:30pm), plus 2.5 hours per week for planning/shopping/professional development purposes; for a full academic year (typically September-May).

Salary as provided by the School Board Agreement.

SIGNATURES:

Building Principal

Date

Parish Pastor

Date

Employee (Head Cook/Kitchen Manager)

Date