

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Head Cook

DEFINITION

Under general direction, plans, prepares, cooks, and serves meals in large quantities to students, clients, and staff in a cafeteria setting; performs other job related duties as required.

DISTINGUISHING CHARACTERISTICS

The Head Cook differs from the Cook in the additional responsibilities for meal planning, the ordering of food and supplies from vendors, and the maintenance of cafeteria records.

DIRECTLY RESPONSIBLE TO

Director, Sly Park

SUPERVISION OVER

None; however, may assign tasks and monitor work of cooks, cafeteria assistants, volunteers, and student helpers.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans and writes nutritious menus for all meals including special dietary needs which comply with state and federal school nutrition guidelines; directs the preparation of food; prepares and serves food; arranges and directs the appropriate storage of food and supplies; maintains safety standards throughout all food preparation and storage areas; monitors and maintains the inventory of food and supplies; communicates with vendors and wholesalers; prepares purchase orders and orders food and supplies in sufficient quantities for weekly meals; determines work schedule assignments for cafeteria staff; monitors and assists in daily clean-up of kitchen, service and dining areas; maintains a variety of records related to meals served, inventory, costs of cafeteria operation and federal/state reimbursement requirements; completes annual required reports; utilizes nutrition analysis and menu planning software; schedules maintenance and repairs for kitchen equipment; orders new kitchen equipment as needed and initiates maintenance contracts; lifts and carries cartons of food, milk boxes, and serving containers; trains, directs and monitors work of other cafeteria staff, volunteers, and student helpers; communicates with school staff and parents; and attends related workshops.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience, which demonstrates the knowledge and skill to perform the duties and responsibilities as described including successful experience as a cook preparing food in an institutional setting; experience with nutrition analysis and menu planning software; leadership experience is desirable; experience working around groups of children is desirable. Ability to obtain a Food Safety Certification within the first month of employment.

Knowledge, Skills, and Abilities

Knowledge of techniques and methods of quantity food preparation and storage; ability to prepare creative menu plans consistent with federal and state government nutrition guidelines; knowledge of nutritional values in food preparation; skill to estimate food quantities required for menus; skill to plan the preparation of meals for serving at specified meal times; skill to prepare large quantity meals with a minimum of waste; skill to maintain a budget and monitor expenditures; knowledge of and ability to train others in safety practices related to food preparation and use of commercial kitchen utensils and equipment; knowledge of and ability to train others in sanitary methods of food handling, food preparation and cooking techniques; skill to monitor inventory levels and requisition supplies to ensure adequate supply of food stuffs; skill to add, subtract, multiply and divide; knowledge of standard liquid and dry measurements; skill in using a computer to prepare reports, track data, and use nutrition analysis and menu planning software; ability to stand for long periods of time; ability to lift and carry boxes and supplies; knowledge of basic record keeping; skill to establish and maintain cooperative working relationships with staff, parents and students.

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