

Sacramento County Office of Education Job Description

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; maintains required food service and production records; performs other job related duties as required.

DISTINGUISHING CHARACTERISTICS

The Head Cook differs from the Cook in the additional responsibilities for meal planning according to nutritional guidelines and special dietary needs, the ordering of food and supplies from vendors, and the maintenance of cafeteria records.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

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

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Plans and writes nutritious menus for all meals including accommodations for special dietary needs and food allergies, in compliance with state and federal school nutrition guidelines; directs the proper methods of food preparation and proper food service regarding special dietary needs and food allergies; prepares and serves food; monitors, arranges, and directs the appropriate storage of food and supplies; maintains safety standards throughout all food preparation and storage areas; monitors and maintains food and supply inventory; maintains food service and production records in compliance with state and federal requirements; communicates with state auditors, vendors, and wholesalers; estimates daily food preparation amounts; prepares purchase orders and orders food and supplies in sufficient quantities for weekly meals; 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; prepares documentation and completes annual required reports; utilizes nutrition analysis and menu planning software; schedules maintenance and repairs for kitchen equipment; orders new kitchen equipment as directed and initiates maintenance contracts; lifts and carries cartons of food and serving containers; trains, directs, and monitors work of other cafeteria staff, substitute staff, volunteers, and student helpers; communicates with school staff and parents regarding special dietary needs and food allergies; 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; possession of a Food Safety Certification.

Knowledge of

Principles and practices involved in large scale food service programs, menu planning, and sanitation; techniques and methods of food preparation and storage; common food allergies and special dietary needs; nutritional values in food preparation; safety practices related to food preparation and use of commercial

kitchen utensils and equipment; sanitary methods of food handling, food preparation and cooking techniques; standard liquid and dry measurements; basic record keeping; ability to work independently with minimal supervision.

Skill and Ability to

Prepare creative menu plans consistent within federal and state government nutrition guidelines and according to special dietary needs; estimate food quantities required for menus; plan the preparation of meals for service at specified meal times; prepare large quantity meals with a minimum of waste; maintain a budget and monitor expenditures; train others in safety practices related to food preparation and use of commercial kitchen utensils and equipment; train others in sanitary methods of food handling, food preparation and cooking techniques; monitor inventory levels and requisition supplies to ensure adequate supply of food stuffs; add, subtract, multiply, and divide; use a computer to prepare reports, track data, and use nutrition analysis and menu planning software; stand for long periods of time; lift and carry boxes and supplies; establish and maintain cooperative working relationships with staff, parents, and students; work independently with minimal supervision

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