

# **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**

Director, Sly Park

### **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, which comply with state and federal school nutrition guidelines; directs the proper methods of food preparation; 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 the inventory of food and supplies; 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; 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; possession of a Food Safety Certification.

#### **Knowledge, Skills, and Abilities**

Knowledge of the principles and practices involved in large scale food service programs, menu planning, and sanitation; techniques and methods of food preparation and storage; ability to prepare creative menu

plans consistent within federal and state government nutrition guidelines and according to special dietary needs; 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; ability to work independently with minimal supervision.

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