

**HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HEAD COOK

File 801

Reports to: Principal

Job Objective: Directs the preparation of food. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Minimum Qualifications: High school diploma or GED. Post-secondary food service training or work experience is desirable.

- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Food production skills and the ability to prepare standardized recipes using commercial kitchen equipment. Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food service operations and food preparation activities (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Takes the initiative to perform routine tasks independently. Markets the program to maximize profits. Monitors customer satisfaction.
- Keeps the principal informed about emerging issues.
- Refers district policy questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Encourages innovations. Analyzes data to improve food service operations. Serves as an information resource.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned. Manages approved supplemental food service contracts with outside vendors.
- Evaluates operational performance to ensure that food service programs are effective.
- Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste. Advises the principal about the need for additional supplies.
- Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Publishes menus. Makes available a variety of food choices that appeal to consumer preferences.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Manages food preparation activities. Ensures that lunches meet USDA child nutrition guidelines.
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Helps staff as needed to meet established schedules. Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
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**HEAD COOK
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- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, kitchen area, etc.
- Oversees the storage/disposal of leftover food.
- Accounts for all lunches. Prepares/makes bank deposits as directed. Submits records to the treasurer's office.
- Processes applications and records for free and reduced-cost lunch programs.
- Verifies date of free and reduced lunch/breakfast applications.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Ensures that the kitchen and storage areas are secured at the end of the workday.
- Identifies maintenance needs and notifies the principal.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require treatment.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

- The following personal characteristics and skills are important for the successful performance of assigned duties.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
 - Averts problem situations and intervenes to resolve conflicts.
 - Differentiates subtle variances in aroma, color, taste, and texture.
 - Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
 - Interprets information accurately and initiates effective responses.
 - Maintains an acceptable attendance record and is punctual.
 - Manages individual, group, and organizational interactions.

**Working
Conditions:**

- Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:
- Balancing, bending, crouching, kneeling, reaching, and standing.
 - Exposure to adverse weather conditions and temperature extremes.
 - Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
 - Exposure to blood-borne pathogens and communicable diseases.
 - Interactions with aggressive, disruptive, and/or unruly individuals.
 - Lifting, carrying, and moving work-related supplies/equipment.
 - Operating and/or riding in a vehicle.
 - Performing tasks that require strenuous physical exertion.
 - Performing repetitive tasks for prolonged periods.
 - Traveling to meetings and work assignments.
 - Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

I have received a copy of this job description for my present position.

Signature

Date

Revised September 2009