

## **FOOD SERVICE – HEAD COOK**

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**QUALIFICATIONS:** 1. High school education or equivalency.  
2. Prior experience in food preparation and such alternatives as the Board may find acceptable.

**REPORTS TO:** Food Service Director

**JOB GOAL:** To provide the best quality meal at the lowest price.

**FULL/PART-TIME:** Full-time

**FLSA:** Non-exempt from overtime

**BOE APPROVED:** 10/9/2023

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Knows and understands the components of the school lunch and/or breakfast meal pattern(s).
3. Abides by and maintains the highest safety and sanitation regulations for proper food production and storage.
4. Helps with any phase of kitchen operations as assigned or as necessary.
5. Helps with special activities as needed.
6. Ability to work with others and/or the ability to work independently without supervision.
7. Plan menus and required calculations to ensure responsibility of meals served, striving to provide proper calories and follow the U.S. Dietary Guidelines for Americans. Continuously evaluate menus to insure acceptability by students and staff.
8. Keeps accurate records of accountability for all meals, extra milk and ala carte items served daily to students and adults.
9. Maintain physical health as required for job performance and as required to pass the State health requirements for food service personnel.
10. Is responsible for the preparation of assigned food items to be served in given quantities and served at stated times.
11. Follows work schedules, knows basic principles of quantity food cookery and proper use of equipment.
12. Weigh and measure food ingredients accurately using standardized recipes adjusted to menu calculations.
13. Washes and sanitizes equipment used in food preparation.
14. Keeps the immediate work area clean.
15. Assists with service of the meal during specified times using portion control standards.
16. Properly reworks leftovers as necessary.
17. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
18. Reports to the school Director of Food Service any inferior quality food received from vendors.
19. Discusses kitchen or staff problems with the school Director of Food Service and school administrator.
20. Reports any accidents in the kitchen to the school Director of Food Service and school administrator.
21. Requisitions on a weekly basis for all necessary supplies and completes purchase orders properly.
22. Attends staff meetings called by the school Director of Food Service.
23. Supervises and trains cooks, student employees and substitutes.
24. Fills out proper forms and sends them to the Food Service Director to ensure accurate reporting.
25. Is responsible to ensure all money is collected and lunch tickets are scanned daily.
26. Maintains confidentiality of student and employee information.
27. Maintain a valid Kansas driver's license.

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- 28. Follows the building dress code while being a good role model for students.
- 29. Complete other duties as assigned by Superintendent of Schools or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

**TERMS OF EMPLOYMENT:** Salary is determined by salary schedule; work year to follow school calendar and/or as directed by the Director of Food Service.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in board policy *GCI Classified Employee Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

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Signature

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Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.