

## **Head Cook**

### **Desired Qualifications:**

High school diploma.

Ability to work well with fellow employees, administration, students, teachers, and staff.

Demonstrated aptitude or competence for assigned responsibilities.

To act as a liaison between the public and the school, and in so doing promote the **positive** general image of the total school system.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Food Service Director

### **Supervises:**

Kitchen staff of their building

### **Position Goal:**

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

### **Functions of a Head Cook:**

Plans and directs the preparation and serving of all food in the cafeteria.

Assumes responsibility for the security of food and supplies.

Supervises the storage and care of food and supplies.

Sees that menus developed are followed without deviation.

Supervises and participates in the preparation and serving of food.

Oversees and participates in the cleaning of kitchen, serving, storage and dining areas.

Assigns, directs, plans and supervises the work of cafeteria employees.

Plans work schedules and arranges for substitutes when required.



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Instructs new cafeteria employees in performing their assigned tasks.

Evaluates the performance of all cafeteria employees.

Plans, directs and supervises cleaning schedules for the eating area of the cafeteria.

Assumes responsibility for checking that all equipment in the cafeteria area is in safe, working condition and notifies the appropriate authority when repairs are needed.

Maintains inventories of food and supplies received and used.

Ensures that all local, state and Federal mandates pertaining to food services are met.

Maintains a current record of meal count for their kitchen to ensure the proper amount of food is prepared without waste.

Wears the required uniform of white shoes, white work pants and a certain color shirt for each day.

Other duties as assigned.

**Terms of Employment:**

Salary and benefits to be determined by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Business Manager in accordance with the provisions of the Board's policy on evaluation of support services personnel.