

**Central Valley School District
Job Description #605**

TITLE Elementary School Lead Cook

GENERAL SUMMARY

The Elementary School Lead Cook is responsible for feeding school enrollment.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Elementary School Lead Cook may perform all or a combination of the following:

1. Supervise and organize kitchen personnel.
2. Train kitchen personnel for duties required on work site.
3. Organize food preparation, serving students and staff, and cleanup of facilities.
4. Take food temperatures and document times to complete HACCP daily review to Horizon per Food Safety and Sanitation. Serve hot foods hot and cold foods cold.
5. Maintain accurate National School Lunch Program reporting procedures.
6. Responsible for monthly inventory of kitchen.
7. Study menu and order food supplies and materials needed to serve students.
8. Maintain a list of student helpers when needed.
9. Holds a valid food handler's permit.
10. Perform other related duties as required.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Food Service/Preparation Kitchen Manager

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Exposed to heat from ovens, burners and steam trays; exposed to cutting and slicing equipment and machines with moving parts; required to stand for prolonged periods; required to move heavy supplies and full pans of food weighing up to fifty (50) pounds; exposed to high noise levels from kitchen equipment and students at meals; required to wear protective clothing; may

need to take precautions to avoid exposure to cleaners and fumes; potentially exposed to ordinary infectious diseases carried by students.

QUALIFICATIONS:

1. Ability to supervise kitchen personnel.
2. Ability to follow verbal and written instructions.
3. Must be informed about individual student allergies and aware of each special circumstance for substitution as necessary.
3. Ability to observe guidelines for the serving of food in matters of temperature, appearance and portion sizes.
4. Possess a valid food handler's permit and meet regulations specified by the Department of Health.
5. Ability to observe safety rules and regulations.
6. Maintain a neat personal appearance and a pleasant attitude with students, staff and parents.
7. A valid First Aid and CPR card must be obtained.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE - Food Service

CLASSIFICATION HISTORY

Revised 11/84
Revised 09/01
Revised 3/13/03
Revised 01/06
Revised 05/08