

**Central Valley School District
Job Description #603**

TITLE **Middle School and Senior High School Lead Cook**

GENERAL SUMMARY

Secondary Building Lead Cook is responsible for feeding school enrollment.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Middle School and Senior High School Lead Cook may perform all or a combination of the following:

1. Direct all employees in proper work procedures, safety and sanitation standards, including substitutes and student help.
2. Be responsible for all money, bills, receipts and invoices. Complete and total cashier's report daily.
3. Be responsible for collecting and dispersing cash to each station on a daily basis.
4. Determine quantities of food, materials and supplies to be ordered.
5. Stores and receives supplies properly.
6. Count and inventory all food items, plus ala carte, each day.
7. Determine the quantities of food to be prepared each day.
8. Conduct a monthly inventory of all food and other supplies (to include price and extension of each item).
9. Coordinate and oversee the serving of food, plus control the portion sizes, temperature and appearance.
10. Prepare all food items on the daily menu, e.g. sandwiches, chili, pizza bread, etc.
11. Be responsible for kitchen security.
12. Oversee District and Food Service time sheets.
13. Oversee operation of all kitchen equipment.
14. Deal with problems in a fair and positive manner as they arise.
15. Maintain accurate National School Lunch Program reporting procedures.
16. Perform other duties as required.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Food Service

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.
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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 11/98
Revised 3/13/03
Revised 01/06
Revised 05/08