

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Head Cook

Department: Food Service

Exempt Status: Non Exempt

Reports To: Director of Food Service

Date Revised: November 12, 2015

Approval: Assistant Superintendent

JOB SUMMARY: Responsible for the preparation, serving and clean-up of nourishing and attractive meals for School District students, staff and guests by complying with all applicable sanitation and health standards and following established food production programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

50% Food Preparation/Planning

- A. Prepare nutritious food (sandwiches, salads, washing fruits and vegetables, etc.) following health regulations and supervisor's direction.
- B. Prepare baked goods.
- C. Planning and preparing featured menu items.
- D. Planning and preparation of main entrée.
- E. Ensure that food remains at proper temperature.
- F. Planning and preparation of food for satellite locations.
- G. Planning and preparation of food for catered events.
- H. Adjust standardized recipes as needed.

20% Program Responsibility

- A. Assist in coordinating and overseeing daily completion of building food service activities.
- B. Instruct and train staff as directed.
- C. Follow safety and sanitation standards.
- D. Ensure that all federal, state and departmental food service requirements are met.
- E. Communicate and work directly with administration.
- F. Attend in-services, workshops and building department meetings.
- G. Order food and supplies

15% Serving/Cashier

- A. Greet customers in a prompt and courteous manner.
- B. Serve food so that it is presented in an appealing manner and served on a timely basis.
- C. Serve food according to portion control.
- D. Maintain proper food temperature.
- E. Assist in a la carte area.
- G. Receive payment for meals and make correct change when necessary.
- H. Verify accounts and review meal selections for reimbursable government meals.

- 10% Recordkeeping/Reports
- A. Maintain accurate and timely records according to program requirements and department procedures such as student meal selection, food production, etc.
 - B. Complete sanitation checklists.
 - C. Complete temperature documentation.
 - D. Assist with inventory review and year end process as requested.
- 2.5% Clean Up/Dishwashing
- A. Clean kitchen and dining area so that area is clean and ready for the next day's food preparation.
 - B. Proper handling and storage of remaining food items.
 - C. Wash dishes.
 - D. Sanitize according to safety standards.
 - E. Monitor temperature of equipment.
- 2.5% Set Up
- A. Set up kitchen and dining area so that they are ready for the day's meal preparation and serving.
 - B. Set out condiments and refill as necessary.
 - C. Refill utensil and napkin holders.
- Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Minnesota state food service certification.
- High school diploma or equivalent required.
- ServSafe certification required.

Experience:

- Previous food service experience required.
- Prior experience in an institutional setting required.
- Prior "lead" experience preferred.

Essential Skills Required to Perform the Work:

- Demonstrated knowledge of food service procedures, practices and equipment.
- Demonstrated knowledge of federal/state health/nutrition requirement.
- Demonstrated knowledge of proper food handling and sanitation.
- Demonstrated knowledge of food service regulations and standards.
- Demonstrated knowledge of standard cooking skills.
- Ability to follow written and verbal instruction.
- Ability to read and comprehend written instructions and labels.
- Knowledge and application of computer skills.
- Written and verbal communication skills.
- Ability to write routine reports.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to work with money and accurately make change.
- Ability to work effectively in a team environment.
- Ability to set priorities and meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Operate small equipment such as: knives, peelers, utensils and microwave.
- Operate large equipment such as: convection oven, food slicer, food warmers, steam tables, dishwasher, steam jacket kettle and braising pan.
- Operate office equipment such as: computer, cafeteria computer sales and phone system.
- Utilizes food service software program.

Supervision of Other Employees:

- Position provides supervision to food service staff.
- Position provides training and scheduling input.
- Position will give work direction during production and serving process.
- Position provides input given for performance review to the immediate supervisor.
- Position may require participating in interviews.

Physical Job Requirements:

- Position involves frequent lifting up to 40 lbs.
- Position involves standing on feet for extended periods of time.
- Position involves repetitive motions of stirring, mixing and serving.
- Position involves frequent walking, stooping, reaching and bending.
- Position involves listening, speaking clearly and visual activity.
- Position involves smelling and tasting of food.

Mental Job Requirements:

- Position requires flexibility and a need to undertake a variety of tasks.
- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail.
- Position requires handling multiple tasks while dealing with interruptions.
- Position requires operating equipment that requires concentration.
- Position requires exercising confidentiality in handling School District information.

Working Conditions:

- Position involves variables in room temperatures from cooking, dishwasher operations and utilization of freezer/refrigeration equipment.
- Position involves exposure to slippery floors.
- Position involves noise levels from equipment and students.
- Position involves exposure to cleaning chemicals and fumes.
- Position involves working with sharp tools.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members that contribute to the overall public relations of the school district.
- Provides a clean, safe and comfortable food service environment to make the students and staff proud of their school.
- Helps to promote safety and prevent accidents.
- Food is prepared in a nutritious, healthy and timely manner.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.