

## Lead Cook Job Description

**Purpose:** The Lead Cook ensures the Food Service Staff provides students and staff with a safe, nutritious, quality meal by supervising staff, managing and preparing food products while ensuring a clean, secure kitchen.

**Responsible to:** Food Service Supervisor, Central Kitchen Manager and appropriate administrators

**Salary:** Food Service Schedule, Level 4

**Date:** August 2019

**Qualifications:**

1. Experience in food preparation.
2. Must have working knowledge of basic math applications and computation skills.
3. Possess all of the requirements of a cook, server and cashier.
4. Demonstrate aptitude or competence for assigned responsibilities.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Monitor and assist in preparing and serving of food.
- b. Monitor and assist in cleaning and maintaining kitchen facilities.
- c. Assist the Central Kitchen Manager and Food Service Coordinator in managing staff, informing him/her of all events and activities that involve Food Service staff.
- d. Assist Food Service staff by whatever means to assure their performance meets district standards.
- e. Demonstrate a positive attitude and willingness to serve our customers.
- f. Ensure that all activities conform to district guidelines.
- g. Communicate effectively with all members of the school district and community.
- h. React to change productively and handle other tasks as assigned.
- i. Appropriately operate all equipment as required.
- j. Assist in training of all new food servers and cooks.
- k. Ensure that all food preparation is completed in a timely manner as to meet school schedule demands.
- l. Support the value of an education.
- m. Support the mission and philosophy of Derby Public Schools.

## **2. Physical Requirements/Environmental Conditions:**

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Occasionally requires the ability to manually move, carry, pull, or push heavy objects or materials.
- c. Occasionally requires the ability to stoop, bend and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Must be able to work in and around fumes and odors.
- f. Must be able to maintain appropriate levels of personal hygiene and sanitation.
- g. Must be able to follow district guidelines for professional food service dress code.
- h. Must be able to comply with federal, state and district health and sanitation guidelines.
- i. Must be able to work with electrical and gas appliances.
- j. Must be able to work with dishwashing liquids and powders, solvents and other cleaning chemicals.
- k. Must be able to work with materials of intense heat or extreme cold.
- l. Must be able to lift 40 pounds occasionally.
- m. Must be able to lift 25 pounds repeatedly.
- n. Requires regular attendance and/or physical presence at the job.

## **General Responsibilities:**

- 1. Ensure that the kitchen is organized and ready to begin serving.
- 2. Monitor the preparation and serving of meals. Ensure that food is cooked and serving lines are set up and ready when it is time to serve. Also, ensure that adequate quantities of each food item are available to every student in the lunch line.
- 3. Prepare and serve food and clean kitchen equipment as directed.
- 4. Ensure that the appropriate items and quantities are delivered and served
- 5. Keep the lunch lines stocked during meal service.
- 6. Monitor meal sales in order to forecast accurate amounts of food to prepare while batch cooking during meal service.
- 7. Monitor food temperatures from preparation through service and storing leftovers.
- 8. Keep accurate counts of food served and complete necessary records.
- 9. Complete all required paperwork, which includes reporting accurate meal counts.
- 10. Order and maintain adequate supplies of equipment, food and supplies.
- 11. Maintain inventory of frozen and perishable foods.
- 12. Assist with employee evaluations.
- 13. Receive deliveries and turn in invoice when needed.
- 14. Ensure that all equipment and lights are turned off and all storage and doors are

- secured at the end of the day.
15. Monitor meal service and clean up to ensure that all required tasks are completed within the approved number of labor hours.
  16. Make sure that all equipment is stored properly at the end of the day. This includes ice packs, dishes, carts etc.
  17. Wrap, date, and freeze leftover foods after cooling properly.
  18. Must have knowledge of all components of the National School Lunch Program.
  19. See that district policies are observed at all times.
  20. Maintain proper hygiene, sanitary and safety practices as regulated by state, county, and district policy.
  21. Adhere to all district health and safety policies.
  22. Other duties as assigned by the Kitchen Manager or Food Service Coordinator administrative staff, which are consistent with the general requirements and qualifications of the position.

**Sixth Grade Center only:**

1. Make sure that all food returned to the Central Kitchen is disposed of or stored properly.
2. Prepare food sent to schools when needed.
3. Prepare food sent to schools when needed and deliver if necessary.
4. Check the clipboard at the end of the day to make sure Cooper, Oaklawn and Wineteer got the breakfast items they needed for the next day.
5. Ensure that all returned breakfasts and after school snacks are counted and recorded.
6. Count all money bags and deliver to the Food Service Secretary.
7. Ensure that the kitchen is clean, organized and ready for the next day.