

JOB DESCRIPTION

JOB TITLE:	HEAD COOK
LOCATION:	MIFFLIN COUNTY MIDDLE SCHOOL
REPORTS TO:	KITCHEN MANAGER
ASSIGNED TIME:	6:30 A.M. -1:45 P.M. (1/2 hour lunch on own time)
QUALIFICATIONS:	High School Diploma or GED equivalent. Ability to read recipes, calculate quantities for food production and know basic cooking procedures. Ability to use weight scales and measuring devices. Successfully Pass: Health Exam, I-9, Act #34, Act #151 and Act #114 and Act #168 Clearance. The ability to promote goodwill among all employees, students and staff. Head Cook experience is required.
DEFINITION:	The Head Cook is assigned the duty of the preparation of the main dishes needed within the school unit, as directed by the Kitchen Manager.
PHYSICAL DEMANDS:	While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.
WORK ENVIRONMENT:	While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees, and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burned while performing the duties of this job.

DUTIES AND RESPONSIBILITIES

1. Responsible for preparing all main dishes and hot vegetables according to established menus, standard recipes and portions in appropriate quantities at the direction of the Kitchen Manager.
2. Determines advance preparation of all foods for future menus.
3. Checks all food for quality of flavor and appearance, quantity and proper temperature before serving.

DUTIES AND RESPONSIBILITIES (CONT'D.)

4. Maintain food supplies to serving lines in proper portions, quantities, freshness and temperature during serving periods.
5. Inform Kitchen Manager in writing, of foods and supplies needed to be ordered for meeting the needs of menus and recipes.
6. Records amounts of all foods used in preparation of daily menu for production records.
7. Follow established standards in the preparation of foods.
 - A. Prepare foods with time saving, labor saving production methods.
 - B. Practice Batch Cooking, preparing only quantities needed for serving freshest foods.
 - C. Maintain the highest sanitation procedures in all food preparation.
 - D. Garnish and present food in eye pleasing manner.
 - E. Serve food of highest quality.
8. Responsible for proper storage of leftover and prepared foods in clearly marked containers at the proper temperatures, and the utilization of any excess produced food on future menus.
9. Responsible for cleaning and maintaining work area, including the sanitizing of all cooking equipment used, pots and pans and utensils, ovens, refrigerators, steamers and kettles, freezers, holding units, mixers and cutters and work area flooring.
10. Demonstrates ability to work with school personnel to help maintain all established school policies and procedures.
11. Perform other duties relating to the Food Service Department as assigned by the Kitchen Manager.
12. Participate in the preparation and service of meals for special activities.
13. Attend relevant training sessions as directed by Food Service Supervisor.