

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Food & Nutrition Services ~ Head Cook**

### **Purpose of the Job**

A person who, under the supervision of the food service director or her/his designee, performs skilled cooking duties and coordinates services to ensure high quality standards of food production and service. Participates in meal preparation and food ordering. Leads food service workers in food preparation, serving, cashiering and clean up.

### **Essential Job Functions**

1. Follows and maintains defined standards of sanitation for personnel, food preparation, kitchen equipment, and the cafeteria unit.
2. Participates in the preparation and service of special activities, assist or relieve unit employees in emergencies, or on the job training situations as necessary to maintain the operation of the cafeteria as assigned by the food service director or her/his designee.
3. Participates in the preparation and service of meals within an established production system as assigned and coordinated by the food service director and her/his designee.
4. Follows standardized preparation, portioning service methods and food handling techniques.
5. Inventory, order, receive, and account for foods/supplies, delivered to schools.
6. Opens cans, apportions contents, and be responsible for the preparation of fruits, soups, bread products (buttering rolls, cutting sandwiches, assembling hamburgers, hot dogs, tacos, sloppy Joes, etc.) and bakery items (cutting cake, corn bread, brownies etc.) and master menu plan choices as assigned by the food service director or her/his designee.
7. Serves food in the cafeteria.
8. Washes dishes, utensils, pots and pans; sanitizes kitchen and operate a dishwasher as assigned by the food service director or her/his designee.
9. Follows established procedures that identify meals for USDA reimbursement.
10. May relieve or assist other employees in meal preparation tasks to meet emergencies, on-the-job training situations or as necessary to maintain the operation of the food service unit or as assigned by the food service director and her/his designee.
11. Responsible for ordering food and supplies according to established procedures to maintain minimum stock levels for her/his area, subject to the approval of the supervisor.
12. Attends relevant training classes, workshops, and meetings as requested or required.
13. Follows and maintains defined standards of safety and sanitation for personnel, food preparation, kitchen, equipment as outlined in the Food Service Policy and Procedure Manual.
14. May assist in the selling of lunch credits, cashiering, and the verification of food service deposits.
15. Leads, under the direction of the food service director, food service employees assigned to the cafeteria unit.
16. Carries out, under direction of the Food Service Director and her/his designee, the master menu plan, adjusts for nutritionally equivalent substitutes, leftovers, and emergencies.
17. Receives and stores food and supplies according to established procedures of the cafeteria unit.
18. Endorse and promote energy management procedures and recycling efforts promoted by the district.
19. May lead work of student workers, food servers and part-time help (substitutes) as assigned by the food service director or her/his designee.
20. Effectively complete cashiering duties as needed using a computerized system.

21. Performs other duties and responsibilities as assigned by the food service director or her/his designee.

**Qualifications:**

**Education & Experience:**

1. High School graduate or equivalent.
2. Prior experience as Cook/Baker, Assistant Cook in either school or commercial employment or two years experience as Nutrition Assistant II or equivalent.

**Knowledge Skills & Abilities:**

3. Knowledge of basic food handling techniques, safety work practices, and ability to use kitchen tools and equipment.
4. Demonstrated ability to plan for and prepare high quality meals, in institutional quantities.
5. Effectively communicate in a professional manner through written, e-mail and spoken word.
6. Demonstrated knowledge of basic food handling techniques, safe work practices as defined by the Washington State Food Retail Food Code-Person in Charge (PIC)
7. Ability to lift and carry loads weighing up to 50 pounds multiple times during the work shift.

**Licenses, Certificates & Special Requirements:**

8. Vocational or technical training in institutional meal preparation, desirable.
9. WSNA membership and certification preferred.

**Reporting Relationship:**

Reports to the Director of Nutrition Services or designee.

**Conditions of work:**

**Union Affiliation:**

SEIU

**FLSA Status:**

Non-Exempt

**Wage Range:**

SEIU

**Job #**

**Job History:**

Created: ; Revised 3/1/07

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Immediate Supervisor      Date

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Assist. Superintendent of HR & Operations      Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*