

# NORTH KITSAP SCHOOL DISTRICT

## JOB DESCRIPTION

### Food & Nutrition Services ~ Head Cook – Base Kitchen

#### **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. May lead food service workers in food preparation, serving, and clean up. May act as a cashier.

#### **Essential Job Functions**

1. Attends relevant training classes, workshops, and meetings as requested or required.
2. Follows and maintains defined standards of sanitation for personnel, food preparation, kitchen equipment, and the cafeteria unit.
3. Follows and maintains defined standards of safety for personnel, equipment, and the cafeteria unit.
4. Participates in the preparation of meals within an established production system, following standardized recipes, preparation and service methods, and food handling techniques to ensure acceptable standards.
5. Participates in preparation and service of meals for special activities as assigned by the Food Service Director and her/his designee.
6. 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.
7. 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.
8. Maintains required department records (inventories, cost menus, in accordance with the State menu planning book and department procedures).
9. Lead, under the direction of the food service director, food service employees assigned to the Base Kitchen unit.
10. Coordinates under direction of the Food Service Director and Program Specialist, the master menu plan for satellite schools, adjust for nutritionally equivalent substitutes, leftovers, and emergencies.
11. Receives and stores food and supplies according to established procedures of the cafeteria unit.
12. Endorse and promote energy management procedures and recycling efforts promoted by the district.
13. Help provide training and or instruction to secondary (Jr. High & Sr. High) Head Cooks.
14. Performs other duties and responsibilities as assigned by the food service director.

#### **Qualifications:**

##### **Education & Experience:**

1. High School graduate or equivalent.
2. Experience as a Head Cook in either school or commercial employment, desirable.

##### **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, from basic ingredients.

##### **Licenses, Certificates & Special Requirements:**

5. Vocational or technical training in institutional meal preparation, desirable.
6. WSFSA membership and certification preferred.

**Reporting Relationship:**

Head Cook – Base Kitchen reports to the Food Service Director.

**Conditions of work:**

**Union Affiliation:**

**FLSA Status:**

**Wage Range:**

**Job #**

**Job History:**

Created: 9-09-04

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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*