

Stark County District #100
JOB DESCRIPTION

TITLE: Head Cook

REPORTS TO: Director of Food Services, Building Principal

MINIMUM QUALIFICATIONS: 1) State of Illinois Department of Public Health Food Sanitation License. 2) Knowledge of the daily food requirements for the children in building 3) High School Diploma or equivalent 4) Physical fitness and emotional stability to carry on the job

WORK YEAR: 180 DAYS

WORK DAY: 7 HOURS

EVALUATOR: Director of Food Service, Building Principal

BASIC FUNCTION

Run, organize, control, cook and service the food.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Nutritional requirements of school age children
2. Sanitation and safety practices related to cooking and serving
3. Federal and State regulations for Child Nutrition Program
4. Applicable laws, codes, regulation, policies and procedures

Ability to:

1. Assure that food items are prepared, served, and stored properly
2. Assure compliance with health and sanitation requirements
3. Communicate effectively both orally and in writing
4. Analyze situations accurately and adopt an effective course of action
5. Plan and organize work
6. Meet schedules and timelines
7. Work productively in a variety of situations
8. Maintain regular attendance
9. Demonstrate good work judgment
10. Cooperate with principal, faculty, student and food service staff to make the food service program an integral part of the total school
11. Keep a positive attitude
12. Maintains self control
13. Accept constructive criticism
14. Maintain a neat and appropriate appearance
15. Exhibits punctuality and enthusiasm

DUTIES AND RESPONSIBILITIES

1. Ensure the maintenance of daily production records, equipment temperature charts and food temperature charts that are kept everyday.
2. Follow the instructions on the recipe cards.
3. Inspect all food service equipment to insure it is properly functioning.
4. Oversee that the daily operation of the kitchen is done everyday properly.

5. Oversee meal preparation of breakfast, lunch, ala carte.
6. Maintain a clean environment and ensure clean up after breakfast and lunch
7. Mark stock and put away when needed.
8. Awareness of where all materials and supplies are located.
9. Notifies the Food Service Director when you need something or have a concern that affects your job.
10. Ensure that subordinate employees perform their assigned duties.
11. Ensure that children in K-12 have at least a minimum of 2 oz of meat, at least 2 different serving vegetables, fruits, or both totaling $\frac{3}{4}$ cups, 8 oz milk, and 8 serving per week of grains/breads
12. Knowledge of the HACCP Plan.
13. Work under supervision of the Cafeteria Manager or Principal without complaining, but willing to give suggestions for food program improvement

Stark County District #100
JOB DESCRIPTION

TITLE: 1st Assistant Cook

REPORTS TO: Head Cook/Director of Food Service

MINIMUM QUALIFICATIONS: 1) State of Illinois Department of Public Health Food Sanitation License.
2) Knowledge of the daily food requirements for the children in building 3) High School Diploma or equivalent
4) Physical fitness and emotional stability to carry on the job

WORK YEAR: 180 DAYS

WORK DAY: 7 HOURS

EVALUATION: Food Service Director and Building Principal.

BASIC FUNCTION

Helps the Head Cook/Food Service Director prepare, organize and serves the meals.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Sanitation and safety practices related to cooking and serving food.
2. Nutritional requirements of school age children

Ability to:

1. Assist the Head Cook or Food Service Director
2. Communicate effectively both orally and in writing
3. Work productively in a variety of situations
4. Maintain regular attendance
5. Demonstrate good work judgment
6. Cooperate with principal, faculty, student and food service staff to make the food service program an integral part of the total school
7. Keep a positive attitude
8. Maintains self control
9. Accept constructive criticism
10. Maintain a neat and appropriate appearance
11. Exhibits punctuality and enthusiasm

DUTIES AND RESPONSIBILITIES:

1. Be able to take over if the Head Cook is absent.
2. Assist the Head Cook in getting meals ready.
3. Serve the meals.
4. Put stock away properly date it and rotate it.
5. Get everything ready for next day.
6. Make sure your job you have been assigned is done properly and accurately.
7. Clean up after yourself and assist in any cleaning.
8. Assist in meal preparation of breakfast, lunch and ala carte.
9. Put stock away when needed and get stock out for the next day.
10. Tell the Head Cook when you need something so she can tell the Food Service Director.
11. Awareness of where materials and supplies are located.

12. Notify the Food Service Director when you need something or have a concern that affects your job.
13. Work under supervision of the Cafeteria Manager, Head Cook and/or Principal without complaining, but willing to give suggestions for food program improvement

DAILY TASKS:

1. Prepares and serves breakfast, lunch and ala carte items.
2. Cleans between lunches, put away stock, washes tables, dishes, and facility.

Stark County District #100
JOB DESCRIPTION

TITLE: 2nd Assistant Cook

REPORTS TO: Head Cook/Director of Food Service

MINIMUM QUALIFICATIONS: 1) State of Illinois Department of Public Health Food Sanitation License.
2) Knowledge of the daily food requirements for the children in building 3) High School Diploma or equivalent
4) Physical fitness and emotional stability to carry on the job

WORK YEAR: 180 DAYS

WORK DAY: 7 HOURS

EVALUATION: Food Service Director and Building Principal.

BASIC FUNCTION

Helps the Head Cook/Food Service Director prepare, organize and serves the meals.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Sanitation and safety practices related to cooking and serving food.
2. Nutritional requirements of school age children

Ability to:

1. Assist the Head Cook or Food Service Director
2. Communicate effectively both orally and in writing
3. Work productively in a variety of situations
4. Maintain regular attendance
5. Demonstrate good work judgment
6. Cooperate with principal, faculty, student and food service staff to make the food service program an integral part of the total school
7. Keep a positive attitude
8. Maintains self control
9. Accept constructive criticism
10. Maintain a neat and appropriate appearance
11. Exhibits punctuality and enthusiasm

DUTIES AND RESPONSIBILITIES:

1. Be able to take over if the 1st Asst. Cook is absent.
2. Assist the Head Cook in getting meals ready.
3. Serve the meals.
4. Put stock away properly date it and rotate it
5. Get everything ready for next day.
6. Make sure your job you have been assigned is done properly and accurately.
7. Clean up after yourself and assist in any cleaning.
8. Assist in meal preparation of breakfast, lunch and ala carte.
9. Put stock away when needed and get stock out for the next day.
10. Tell the Head Cook when you need something so she can tell the Food Service Director.
11. Awareness of where materials and supplies are located.

12. Notify the Food Service Director when you need something or have a concern that affects your job.
13. Work under supervision of the Cafeteria Manager, Head Cook and/or Principal without complaining, but willing to give suggestions for food program improvement

DAILY TASKS:

1. Prepares and serves breakfast, lunch and ala carte items.
2. Cleans between lunches, put away stock, washes tables, dishes, and facility.

Stark County District #100
JOB DESCRIPTION

TITLE: Cook's Helper

REPORTS TO: Director of Food Service, Head Cook

MINIMUM QUALIFICATIONS: Responsibility, Relievable, Dependability

WORK YEAR: 175 – 178 DAYS DEPENDING ON ASSIGNMENT

WORK HOURS: 3-7 HOURS DEPENDING ON ASSIGNMENT

EVALUTOR: Director of Food Service, Building Principal

BASIC FUNCTION:

To assist in helping with daily operations of the kitchen.

KNOWLEDGE AND ABILITIES:

Knowledge of

1. Sanitation and safety practices related to cooking and serving food.
2. Oral and written communication skills

Ability to:

1. Communicate effectively both orally and in writing
2. Work productively in a variety of situations
3. Maintain regular attendance
4. Demonstrate good work judgment
5. Cooperate with principal, faculty, student and food service staff to make the food service program an integral part of the total school
6. Keep a positive attitude
7. Maintains self control
8. Accept constructive criticism
9. Maintain a neat and appropriate appearance
10. Exhibit punctuality and enthusiasm

DUTIES AND RESPONSIBILITIES:

1. Know where everything is in the kitchen, store room, freezer and refrigerator.
2. Know how to take and record temperatures of food and equipment.
3. Put away, mark and rotate stock.
4. Wash dishes and tables and faculty.
5. Assist in helping getting ready to serve and cleaning up the kitchen.
6. Assist in getting things ready for the next work day.
7. Keep a positive attitude and communicate.
8. Operate LunchBox automated program if required.
9. Work under supervision of the Cafeteria Manager, Head Cook and/or Principal without complaining, but willing to give suggestions for food program improvement
10. Notify the Food Service Director when you need something or have a concern that affects your job