



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

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| Position Title: Head Cook | Department: Nutritional Services |
| Immediate Supervisor's Position Title: Director of Nutritional Services | FLSA Status: Non-Exempt |
| Job Summary: Under the direction of the Director of Nutritional Services, the Head Cook is responsible for coordinating building food production operations and food service staff engaged in the handling; serving; preparation; storage and cleaning of food items and meals for students in accordance with health and safety rules and district policies and procedures at an assigned site. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, delegates, trains and monitors food service production staff to ensure that overall kitchen production, safety and quality considerations are met within the building.
 - a) Evaluates workloads, work needs and job skills of kitchen staff.
 - b) Plans daily work schedules and assigns jobs and responsibilities to staff.
 - c) Monitors staff performance, works with staff to improve performance and development needs, and informs the Food Service Director of any performance difficulties, concerns, issues.
 - d) Participates in department planning meetings and training sessions.
 - e) Implements department operational plans and programs within assigned building.
 - f) Monitors staff activities to assure safety and sanitary guidelines, rules and regulations are adhered to within assigned areas of responsibility.
 - g) Monitor equipment performance and communicate concerns to Food Service Director.
- Plans, monitors and participates in the preparation and serving of daily meal services within the building.
 - a) Coordinates and monitors the preparation and serving of menu items.
 - b) Prepares and oversees the preparation of the main entrée item.
 - c) Estimates daily participation and meal production requirements.
 - d) Attends staff meetings and provides assistance to the Food Services Director in the planning and implementation of food production operations and services.
 - e) Monitors serving lines to assure lines and production activities are running smoothly.
 - f) Coordinates the panning of items, the filling dispensers, and assembly of food items and to meet participation and production needs.
 - g) Coordinates the storage of food items and cleaning and sanitation of food production areas, equipment and serving areas.
- Coordinates the operation of point of sale activities and functions. Resolves conflicts or problems with student accounts. Answers questions of staff, parents or students pertaining to food operations and activities.
- Determines food items and needs and makes out food orders. Compiles and prepares food productions reports and information needed in accordance with department requirements.
- Performs other duties of a comparable level or type, as required.

- a) Attends training sessions, seminars, district health and/or safety meetings.
 - b) Performs other duties during evenings and on weekends as needed.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
| | less than high school diploma | | Major field of study or degree emphasis: |
| x | High school diploma or GED. | | |
| | 1 year college | 2 years college | |
| | 3 years college | 4 years college | |
| | 1st year graduate level | | |
| | 2nd year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of local, state and federal guidelines pertaining to food production, sanitation, health and safety. • Knowledge of nutritional food requirements and standards. • Knowledge of point of sale programs used in food service. • Knowledge of all safety precautions applicable to trade. • Knowledge of the application, use and proper storage of food items and materials. • Knowledge of cleaning techniques and materials. • Knowledge of food preparation including calculating recipes, cooking, and baking. • Knowledge of all applicable cooking tools and equipment. • Knowledge of department administrative, recordkeeping and ordering procedures and requirements. |
| | Doctorate level | | |
| Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years of prior related work experience in food production. | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: Food Manager (SafeServe) Certification | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Coordinating, delegating, leading and training kitchen staff in duties and responsibilities. • Use of computer and point of sale software and reports. • Planning, prioritizing, and organizing tasks and functions. • Ability to work independently with minimal supervision. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Ability to calculate and order products and supplies needed. • Ability to calculate and adjust recipes. • Ability to prepare, heat and serve food items. • Ability to operate cash register, computer and calculator. • Basic math skills. • Use and operation of kitchen tools and equipment. • Ability to read, understand and follow safety procedures. • Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
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| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
|--|-------------------|
| Number of employees indirectly supervised: Assistant Head Cooks and Nutritional Assistants | Total: 3-6 |

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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Unusual or hazardous working conditions related to performance of duties: Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|---|--------------|---------------------------|--------------------------|-----------------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | | | x |
| Walk | | | | x |
| Sit | | x | | |
| Use hands dexterously (use fingers to handle, feel) | | | | x |
| Reach with hands and arms | | | x | |
| Climb or balance | | x | | |
| Stoop/kneel/crouch or crawl | | x | | |
| Talk or hear | | | | x |
| Taste or smell | | | x | |
| Physical (Lift & carry): up to 10 pounds | | | | x |
| up to 25 pounds | | | x | |
| up to 50 pounds | | x | | |
| up to 75 pounds | x | | | |
| up to 100 pounds | x | | | |
| more than 100 pounds | x | | | |

| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |
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| Physical requirements associated with the position can be best summarized as follows: |
| Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job . |

SECTION IV: CLASSIFICATION HISTORY

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| Classification History: Description created 4/2007 by BCC. Revised 8/2014. Updated 3/2018. |
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