

LEAD COOK

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

To assume the lead role in the daily preparation, cooking, and service of school meals in accordance with established standards for quality, appearance, nutritional integrity, safety, and sanitation.

ESSENTIAL FUNCTIONS AND TYPICAL DAILY TASKS:

To serve students and staff a quality meal in a pleasant, inviting atmosphere.

(The following tasks are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares main dish for breakfast and lunch; determines quantity to be prepared according to planned menu, standardized recipes, production record, and participation/historical data.
- Maintains high level of food quality and presentation.
- Communicates to servers, prior to each meal, the appropriate portion size and ensures proper serving utensils are available.
- Completes daily production record with manager.
- Completes daily food temperature charts.
- Plans for upcoming menus and prepares food items as needed for the following day(s).
- Records daily leftovers, monitors waste, and oversees proper storage; plans for future use of leftovers.
- Keeps manager informed of stock levels.
- Assists with ordering, inventory, receiving food deliveries and proper storage.
- Records daily refrigerator and freezer temperature charts.
- Assists with daily cleaning and sanitizing of equipment and work spaces.
- Coaches other staff in preparation techniques, food handling, proper temperature control, and proper storage.
- Directs staff and performs managerial duties in the absence of the manager.
- Checks equipment and work stations at the end of the day; ensures all equipment is turned off and secure.
- Participates in school nutrition promotional activities; conducts student sampling and monitors acceptance of new products.
- Attends all training related to position.
- Participates in food taste testings for bid consideration.
- Maintains current ServSafe certification and participates in professional development.
- Stays current on state and Federal regulations relating to the USDA school meal programs and USDA commodity program
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess a thorough knowledge of; quantity food preparation, the use of commercial cooking equipment, nutrition and USDA meal pattern food contributions. Must have the ability to; establish and follow detailed work processes, meet deadlines and schedules, foster effective working relationships and communicate effectively both verbally and in writing. Must possess leadership qualities.

EDUCATION AND EXPERIENCE:

Any education equivalent to graduation from high school, minimum of 5 years of experience in quantity food production and at least 3 years of experience in school nutrition. Must hold current ServSafe certification.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; ability to understand oral and written directions; ability to process intermediate math issues; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.