

MSTM Head Cook/Kitchen Manager Job Description

SUMMARY: Leads kitchen staff in daily duties. Responsible for the daily preparation of food and all associated functions. Assists in promoting good community relations by responding to comments and complaints regarding nutrition services. Also, assists in promoting and maintaining good relationships with school staff. Complies with health standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Leads kitchen team in performing all food preparation activities including anticipating food production, cooking, and baking. Leads team in batch cooking, replenishing fruit and vegetable bar and condiment station between lunch periods.
2. Supervises, provides training for, and evaluates kitchen staff
3. Monitors student and staff meal accounts.
4. Orders food and ingredients and maintains inventory, organization of storeroom, refrigerators and freezers.
5. Accepts/assists with deliveries; checks packing slips, temperatures, dates and stores incoming food.
6. Assures service of proper portions to students, staff and parents.
7. Performs other job-related duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- More than one (1) year of experience in a school meal program or food service management preferred.
- Experience with large volume food preparation preferred.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training required upon hire.
- Willing to obtain required training and certification required by state and federal requirements.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Proficient knowledge of commercial food preparation and equipment.
- Proficient ability to lead, work, and resolve conflict with others.
- Basic mathematical and measuring skills for following recipes and giving change to students.
- Basic computer skills preferred.
- Ability to promote and follow building and department policies and procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Knowledge of large volume food production, serving and sanitizing equipment, preferred.

- Knowledge of basic kitchen utensils including knives, slicers, thermometers and cleaning agents.
- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to stand and walk for extended periods of time.
- Ability to lift up to 50 pounds.
- Ability to work safely with toxic or caustic chemicals.

Approved 4/14/14

Reviewed 4/14/14

Revised