

**PRODUCTION COOK & MANAGER – CLASS 1b**

- QUALIFICATIONS:**
1. High school diploma or equivalent and/or certification as a Production kitchen manager with previous experience preferred
  2. Ability to lift 15-65 pounds
  3. Ability to withstand a wide range of temperatures
  4. Ability to stand and walk on hard floors 90% of the time
  5. Ability to work with chemical agents
  6. Ability to work with various school publics
  7. Ability to supervise and assist in evaluating food service staff
  8. At least 6 months quantity cooking experience
  9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Food Service Director

**SUPERVISE:** Food Service personnel under his/her jurisdiction

**JOB GOALS:** To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort, and benefit of the Students.

**PERFROMANCE RESPONSIBILITIES:**

1. Supervises the preparation and serving of food
2. Assures that standardized recipes and portion controls are followed
3. Supervises the food service staff by training, enforcing work schedules, assigning and directing work, enforcing work production standards, evaluating work performance, and recommending disciplinary action
4. Participates in ordering the appropriate quantities of food, spices and supplies, assures proper storage and authorizes use of same
5. Checks goods received against requisitions and invoices
6. Ensures periodic inventories of food and supplies are taken
7. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained in the kitchen, food serving areas, and the dining area
8. Supervises hours worked by employees
9. Maintains food quality standards, including taste and appearance

10. Inspects returned trays for food eaten versus waste and refers these concerns to the Food Service Director
11. Assures that meals meet the meal requirements specified by the U.S. Department of Agriculture and the state
12. Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced price meals
13. Prepares the bulletin board
14. Utilizes cost control procedures to avoid unwarranted Food Service operating costs and to stay within budgeted funds
15. Initiates requests for equipment repairs or replacement
16. Implements security measures to prevent vandalism and theft
17. Participates in personal enrichment and professional growth programs
18. Prepares the food in a timely manner to meet the deadlines
19. Cooks appetizing and nutritious food by following standardized recipes, adding spices as needed, and following the cooking times.
20. Adjusts recipes according to past counts/past use and the projected daily count
21. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**MUST HAVE THE ABILITY TO:**

1. Work within a frame work of multiple and complex regulations
2. Supervise, train and evaluate the work performance of Food Service Staff
3. Prepare food in large quantities, as needed, following standardized recipes
4. Make arithmetic computations and keep accurate records

**WORK SCHEDULE:**

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made the supervisor and approved by the District Administrator. Most individuals in this category will work 6 or fewer hours per day as individually directed by the Food Service Supervisor.

The yearly number of days worked in a school fiscal year shall normally be 182 days excluding holidays unless a different work schedule is approved by the District Administrator.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.