

Red Wing Public Schools Position Description

Head Cook

General Information

Department:	Food Service
Unit:	Red Wing Cooks' Association
Immediate Supervisor:	Food Service Director
Grade Placement:	12
FLSA Status:	Non-Exempt

Position Summary

The Head Cook is responsible for planning, coordinating, assigning, overseeing and participating in the preparation of food in accordance with local, state and federal regulations and policies; preparing and maintaining necessary records; and completing related work as apparent or assigned.

Essential Duties and Responsibilities

1.	Prepares food and beverages following Minnesota Department of Education and USDA guidelines for preparing food safely; operates various kitchen equipment.
2.	Complies with student's needs with food allergies; provides food substitutions when appropriate documentation has been completed.
3.	Coordinates subordinate staff activities including food preparation, cleaning, sanitizing, etc.; monitors compliance with HACCP guidelines. Assigns duties, monitors work assignments, assists in training new staff, works with and/or informs the Food Service Director concerning staff problems, issues and recommendations concerning personnel actions.
4.	Ensures kitchen is compliant with Minnesota Department of Health.
5.	Operates cash register.
6.	Manages student meal accounts; deposits checks; monitors low balances; notifies office and parents; handles end-of-day procedures.
7.	Orders food supplies and materials needed to prepare items. Checks in groceries from distributors, dates and rotates stock.
8.	Projects amount of food to be prepared; completes food production records including food temperature and the amount of food prepared, served and remaining.
9.	Discusses food services issues with students, parents and staff.

10.	Prepares food and coordinates staff for special events.
11.	Complies with training standards as specified in USDA Professional Standards Rule.
12.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED Minimum of 10 hours of annual continuing education/training
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Minimum of 3 years of food production / operations experience
Licenses / Certifications Required:	<ul style="list-style-type: none"> • Valid driver’s license in Minnesota • SNA Certificate Level 1 • Minnesota Department of Health Food Manager Certificate

Essential Knowledge Required to Perform the Essential Functions of the Position

- State and federal guidelines pertaining to menu requirements, food production, sanitation, health and safety.
- Point of sale programs used in food service, cashiering, and general customer service etiquette.
- Safety precautions applicable to trade.
- Application, use and proper storage of chemicals, food items, food supplies and materials.
- Cleaning techniques and materials.
- General math, nutrition, cooking, and food preparation procedures.
- Applicable cooking tools and equipment.
- Department administrative, recordkeeping and requirements.

Essential Skills Required to Perform the Work

- Establishing and maintaining effective working relationships with employees, supervisors, department head, and building personnel.
- Oral and written communication skills
- Coordinating, delegating, leading and training food service staff in duties and responsibilities.
- Operating the computer to perform cashiering and point of sale software and reports.
- Planning, prioritizing, and organizing tasks and functions.
- Working independently with minimal supervision.
- Resolving interpersonal conflicts and motivating others to perform and meet time commitments.
- Assuring the proper storage and inventory of food items.
- Adjusting recipes, and applying basic math.
- Preparing, heating and serving food items.
- Use and operation of kitchen tools and equipment.
- Coordinating, implementing and enforcing food handling, storage, and disposal safety procedures and regulations.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as 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, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms				X
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Employee is exposed to some environmental conditions such as heat from food, hot water, noise, high temperatures, humidity, or cooking utensils; cleaning solvents/chemicals; wet/slippery floors; and handling of sharps. Risks and hazards associated with the work can be minimized with proper attention and district risk management procedures, safety equipment, and/or safety procedures.

Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16