

**Bright Local School District
Classified Posting
April 26, 2022**

Position: Head Cook

Location: Whiteoak High School

**Effective Date Of
Position Vacancy: 2022-2023 School Year**

Beginning Salary: Per Negotiated Agreement

**Terms of Agreement: 8 Hours Per Day
187 Days per School Year**

Qualifications:

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Ability to comply with nutrition, health, safety laws/regulations.
- Commitment to keep current with skills essential to the objectives of the position.
- Food production skills and the ability to prepare standardized recipes using commercial kitchen equipment.
- Ability to accurately measure, weight, and adjust recipe ingredients.
- Ability to interact comfortably and confidently with the public.

Job Objective: Prepares and serves meals. Maintain high standards that support the effective delivery of quality food services. Maintain an orderly and sanitary kitchen.

Responsibilities:

- Participates in food service operations and food preparation activities (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.) Takes initiative to perform routine tasks independently. Markets the program to maximize profits. Monitors customer satisfaction.
- Keeps the cafeteria supervisor informed about emerging issues.
- Refers district policy questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Encourages innovations. Analyzes data to improve food service operations. Serves as an information resource.

- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave cash register unattended.
- Accounts for all lunches/breakfasts.
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Cleans/sanitizes work surfaces, equipment, serving lines, dining tables, kitchen area, etc.
- Ensures that leftover food, kitchen supplies, and equipment are properly stored.
- Secures equipment/work areas as directed.
- Evaluates operational performance to ensure that food service programs are effective.
- Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste.
- Assists with receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products.
- Participates in food service staff selections and orientation processes. Ensures the equitable distribution of workloads.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Uses standardized recipes to maintain quality control.
- Ensures compliance with district specifications and mandated regulations (e.g., portion size, sanitation procedures, hazard analysis of critical control points, etc.)
- Manages food preparation activities. Ensures lunches meet USDA child nutrition guidelines.
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Helps staff as needed to meet established schedules. Directs serving line set up activities and the attractive presentation of food. Plans for substitute food items.
- Accounts for all lunches.
- Helps with special district events e.g., banquets, etc.)

- Identifies maintenance needs and notifies the Cafeteria Supervisor/Maintenance Supervisor.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Documents all injuries which require treatment.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records and inventories.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues educational opportunities to enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Other Responsibilities:

- Demonstrates regular and predictable attendance.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Demonstrates professionalism in the proper use of social media.
- Works efficiently with limited supervision.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve problems.

Working Conditions:

- Exposure to blood- borne pathogens and communicable diseases.
- Occasional operation of a motor vehicle under inclement weather conditions.
- Occasional interaction with unruly individuals.
- Balancing, bending, crouching, kneeling, reaching, and standing.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working in proximity of moving mechanical parts.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bright Local Schools Board of Education.

The Bright Local School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.