

**JOB DESCRIPTION
HEAD COOK**

The head cook shall be under the supervision of the superintendent and/or business manager and will be in charge of the general food service operation.

A. Desirable Qualifications - Knowledge and Abilities:

1. She/he shall have the ability to plan menus to meet the requirements as set forth by the state and federal agencies governing the food service program;
2. She/he shall further have the ability to supervise the assistant cook and other help assigned to the kitchen;
3. She/he shall have the ability to work cooperatively with students, teachers, and other personnel;
4. She/he should have practical knowledge of methods, materials, and equipment used in the food service;
5. She/he should have the ability to carry out oral and written instructions;
6. She/he should have the qualities of industry, tact, leadership, initiative, resourcefulness, integrity, reliability, and good health.

B. Duties:

1. Plan all menus in accordance with the guidelines set forth by the Food Service Act;
2. Order all supplies necessary for the preparation of meals and maintenance of kitchen and lunchroom;
3. Maintain a proper inventory of commodities and other kitchen equipment and supplies;
4. Keep current with food preparation procedures;
5. If a senior citizen food program is operating, plan and send menus in accordance with program requirements;
6. Make recommendations to the superintendent concerning equipment and staffing needs;
7. See that all food and supply items are properly stored;
8. Prepare and serve food;
9. Supervise kitchen and lunchroom cleanup;
10. Perform such other duties that the superintendent and/or business manager may assign.

C. Time Schedules and Hours:

1. Time schedules and hours shall be determined by the superintendent.

**JOB DESCRIPTION
SECOND COOK**

The second cook will be under the supervision of the head cook. The second cook will assist the head cook in the preparation of the school meals.

A. Desirable Qualifications - Knowledge and Abilities:

1. She/he shall have the ability to work cooperatively with students, teachers, and other personnel;
2. She/he should have practical knowledge of methods, materials, and equipment used in the lunch service;
3. She/he should have the ability to carry out oral and written instructions;
4. She/he should have the qualities of industry, tact, leadership, initiative, resourcefulness, integrity, reliability, and good health.

B. Duties:

Job duties of the second cook shall consist of but not be limited to the following:

1. Tray processed food;
2. Bake rolls, bars, and cookies when needed;
3. Put the vegetables on each morning;
4. Help with main meal - salad or sandwiches;
5. Help shred cheese - tray cheese when needed;
6. Help head cook fix hot dishes - spaghetitis, soups, whatever needs to be done;
7. Take over when head cook is gone;
8. Help with menu making;
9. Help where needed;
10. Help stock shelves and get frozen items off the floor on delivery day;
11. Clean up kitchen on rotation list;
12. In charge of kitchen cleanup, etc. when head cook is doing bookwork;
13. Help to remember and get out frozen items for the next day, or several days ahead;
14. Check cooler and refrigerator for things that need to be thrown away;
15. Act as substitute lunchroom cashier in regular cashier's absence.

C. Time Schedules and Hours:

1. Time schedules and hours shall be determined by the head cook and/or the superintendent.

**JOB DESCRIPTION
KITCHEN HELPER 'A'**

The kitchen helper will be under the supervision of the head cook.

A. Desirable Qualifications - Knowledge and Abilities:

1. She/he shall have the ability to work cooperatively with students, teachers, and other personnel;
2. She/he should have practical knowledge of methods, materials, and equipment used in the food service;
3. She/he should have the ability to carry out oral and written instructions;
4. She/he should have the qualities of industry, tact, leadership, initiative, resourcefulness, integrity, reliability, and good health.

B. Duties:

Job duties of this kitchen helper shall consist of but not be limited to the following:

1. Get both the secondary and elementary salad bars ready, using your judgment of what should go on it (lettuce, vegetables, fruit, sauces, peanuts, trail mix, etc.) Tray should be done between 9:30 and 10:00;
2. Start chef salads and sandwiches;
3. Help where needed, shredding cheese;
4. Help stock shelves and get frozen items off floor on delivery day, when there is time;
5. Clean up kitchen according to rotation list;
6. If you empty a box, break it down.

C. Time Schedules and Hours:

1. Time schedules and hours shall be determined by the head cook and/or the superintendent.

**JOB DESCRIPTION
KITCHEN HELPER 'B'**

The kitchen helper will be under the supervision of the head cook.

A. Desirable Qualifications - Knowledge and Abilities:

1. She/he shall have the ability to work cooperatively with students, teachers, and other personnel;
2. She/he should have practical knowledge of methods, materials, and equipment used in the food service;
3. She/he should have the ability to carry out oral and written instructions;
4. She/he should have the qualities of industry, tact, leadership, initiative, resourcefulness, integrity, reliability, and good health.

B. Duties:

Job duties of this kitchen helper shall consist of but not be limited to the following:

1. Make out bread order on Wednesday for following week;
2. Bake entrees and put on bun if needed;
3. Bake potato for the day;
4. Make mashed potatoes for the day;
5. Whip peanut butter;
6. Put out bread and peanut butter for the day;
7. Help stock shelves and get frozen foods off floor on delivery day;
8. Help with sandwiches and salads;
9. Help where needed;
10. Clean up kitchen on rotation list;
11. If you see something in the refrigerator or cooler that should be thrown away, ask or just do it;
12. If you empty a box, break it down;

C. Time Schedules and Hours:

1. Time schedules and hours shall be determined by the head cook and/or the superintendent.

**JOB DESCRIPTION
KITCHEN HELPER 'C'**

The kitchen helper will be under the supervision of the head cook.

A. Desirable Qualifications - Knowledge and Abilities:

1. She/he shall have the ability to work cooperatively with students, teachers, and other personnel;
2. She/he should have practical knowledge of methods, materials, and equipment used in the food service;
3. She/he should have the ability to carry out oral and written instructions;
4. She/he should have the qualities of industry, tact, leadership, initiative, resourcefulness, integrity, reliability, and good health.

B. Duties:

Job duties of this Kitchen Helper shall consist of but not be limited to the following:

1. Fill all a la carte items each day, recording on clipboard the date and how many of each item you start and end with;
2. Put tables in lunchroom (condiments, bread, computer);
3. Get bagels ready, as well as taco sauce, salsa, sour cream, mustard, ketchup, etc.;
4. Help with salads and sandwiches;
5. Act as lunchroom cashier during serving times;
6. Help stock shelves and get frozen food off floors on delivery days;
7. Help where needed;
8. Help clean kitchen on rotation list;
9. If you empty a box, break it down;

C. Time Schedules and Hours:

1. Time schedules and hours shall be determined by the head cook and/or the superintendent.

KITCHEN CLEANUP

WEEK 1

- ◆ Wash tables
- ◆ Wash down stainless steel in serving area
- ◆ Vacuum/sweep

WEEK 2

- ◆ Wash tables
- ◆ Wash down stainless steel in serving area
- ◆ Fill napkins and silverware
- ◆ Wash down baking, veggie areas, etc.
- ◆ Help with dishes, putting away, etc.
- ◆ Clean out salad bars of ice and wipe out

WEEK 3

- ◆ Pull all food containers from serving area, also condiments and peanut butter
- ◆ Wash pots and pans
- ◆ Wash down main entrée prep area and 3-vat sink area