

## Lead Cook

**Department:** Catering

**Job title:** Lead Cook

**Reports to:** Food Service Coordinator

**Supervises:** 2

**Position type:** Full Time

**FLSA Status:** Non-Exempt

**Job Purpose:** The Lead Cook is responsible for serving nutritious meals and appealing snacks to children. The Lead Cook is responsible for maintaining nutrition levels as well as maintaining a sanitary environment.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Plans, prepares and orders foods in accordance with the Food Service Policy, menus and recipes.
- Plans meals ahead of time minimize the need for food substitutions; purchases and serves food of equivalent nutritional value when substitutions are necessary with guidance from the Nutritionist and with prior approval.
- Modifies menus for children's field trips; notes all modifications and substitutes on posted menu and for required records.
- Prepares appealing and tasty meals and snacks to prevent nutrition loss.
- Ensures that there are ample amounts of food for children to have adequate servings
- Modifies menus and recipes and prepares foods to meet the developmental, medical and feeding needs of children with disabilities or food allergies.
- Maintains established sanitations and storage standards, safety, food preparation standards set by the local and state health departments; maintains an orderly, sanitary and safe kitchen.
- Maintains budget, cost control and inventory systems based on procedures including records of food production, service and attendance.
- Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service.
- Assists with properly receiving and storing food and supply orders.

### **ADDITIONAL JOB DUTIES AND RESPONSIBILITIES:**

- Assists in purchasing as needed.
- Other duties as assigned

### **QUALIFICATION REQUIREMENTS**

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

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to lift 40 lbs
- Normal physical dexterity, agility, and balance
- Ability to stand for long periods of time.
- Maintain Food Preparation Certifications
- Ability to push a loaded cart and trashcan
- Ability to work with a steamer, oven, grill and slicer
- Ability to perform work in cold environments including freezer and refrigerator
- Ability to bend
- Computer skills
- Ability to use applicable systems

## **EDUCATION and/or EXPERIENCE**

- High school or equivalent
- Culinary Arts Certification
- Food Handlers Certification preferred
- Experience using computer systems
- Experience using Meal Counting System Preferred
- Required minimum of 6 months experience in a commercial kitchen or a school kitchen
- Experience in a supervisory position in a commercial kitchen.
- Past management experience
- Pass a background and drug screening.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**SALARY:**                 \$

*(If a current employee is selected for this position, consideration will be given to current salary.)*

## **APPLY BY:**

*The intent of this job description is to provide a representative summary of the essential functions that will be required of position given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties through their hiring department. Specific job related duties assigned by hiring department shall be consistent with the representative essential functions listed above and shall not be expanded in role or scope.*

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