

**Gridley Unified School District
Job Description**

JOB TITLE: Head Cook

SALARY LEVEL: 7

DEPARTMENT: Food Services

REPORTS TO: Director of Child Nutrition

DIVISION: Classified

LOCATION: Production Kitchen

WORK YEAR: 194 days

BOARD APPROVED: 07/19/2023

SUMMARY: Under the general direction of the Director of Child Nutrition, the Head Cook Plans, organizes and supervises the preparation of meals in the cafeteria/snack bar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees the daily operations of kitchens in absence of Director of Child Nutrition.

Assigns and directs the work of the cafeteria, snack bar.

Assists in the planning of menus in conformance with standards established by the National School Lunch and Breakfast programs and related federal/state regulations for student breakfasts, lunches, combo lunches, hot lunches, salad bars, economy lunches, and staff lunches.

Assigns and directs the work of a large cafeteria staff.

Participates in the selection and training of new staff, substitutes.

Insures safe, clean, orderly and efficient food service equipment and facilities.

Establishes and maintains appropriate standards of efficiency and neatness for staff and student workers.

Participates in staff meetings, conferences, and workshops concerning school district food service.

Consults with Director of Child Nutrition concerning cafeteria needs, conditions, and employee performance.

Determines quantities of food and supplies required.

Orders, receives, stores, and accounts for needed food supplies.

Assists in completing daily production papers and other required reports.

Loads, unloads, and/or drives school van and assists in breakfast and lunch lines when required.

Performs other related duties as assigned by Supervisor.

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

EDUCATION AND/OR EXPERIENCE: High school diploma or General Education Degree (GED). Three years related experience and/or training in food preparation and kitchen maintenance preferred; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to co-workers, students, and other employees of the organizations.
Ability to follow oral and written instructions.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License (required by the first day of service). First Aid Certificate may be required. Willingness to obtain certification in Safety and Sanitation (e.g. HACCP) and CPR.

OTHER SKILLS AND ABILITIES: Ability to use food service computer software.

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 regularly required to stand or walk for long periods of time; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear, and taste and smell. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions and extreme heat.

The noise level in the work environment is usually loud.