

**GEYSERVILLE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION: LEAD COOK
April 22, 2013**

Currently Range C-18 on the classified salary schedule.

PRIMARY FUNCTION:

Under the direction of the Manager of Business Services, the Lead Cook plans, organizes, prepares and serves food in the District Food Service Program.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles of good nutrition and their application to school food service and the nutritional well being of students.
- The District Wellness Policy
- Federal and State regulations governing child nutrition programs.
- Food sanitation principles and control of contamination of food.
- Quantity food preparation, service, storage, delivery, sanitation and safety.
- Menu planning to meet nutritional needs and taste preferences of students in order to control plate waste
- State and Federal Regulations dealing with school service programs, including, but not limited to, standards for a fully reimbursable meal, offer vs. serve requirements, meal count procedures, etc.
- Proper office practices and procedures, including basic record keeping and cash accounting methods and procedures
- HACCP principals
- Proficient in basic math.

Ability to:

- Operate and maintain food preparation equipment.
- Operate computer to maintain necessary food service records.
- Plan well-balanced, nutritional meals within a fixed budget.
- Prepare food in large quantities, following standardized recipes.
- Direct other employees.
- Maintain accurate record keeping for money receipts and deposits, food production and service records, and meal eligibility and daily counts.
- Establish and maintain cooperative relationships with students, staff, and the public.
- Maintain the confidentiality of school & student related information.
- Project a positive image of the District to the public and to the community.

SPECIAL REQUIREMENTS:

- Physical stamina and strength to lift and carry items weighing up to 50 pounds.
- Ability to manage a number of tasks simultaneously.
- Ability to work at a rate of speed which allows a tight schedule to be met.
- Will be expected, with training, to get a food manager's permit, as required by the Sonoma County Department of Health.

EXPERIENCE AND TRAINING:

One year of experience in commercial or institutional quantity food preparation, menu planning, food ordering and storage, and food service record keeping.
Experience in a school or other environment working with children is desirable

EDUCATION:

High school diploma or equivalent, completed course work pertaining to nutrition, sanitation and safety.

Desirable qualifications:

- Ability to communicate effectively in Spanish as well as English

TYPICAL DUTIES: (Typical, but not all-inclusive)

- Supervises and participates in the preparation, cooking, and service of food for students and staff.
- Plans menus using nutrition based computer software.
- On a daily basis, helps plan and prepares food to be served at the elementary school salad bar.
- Assures that standardized recipes and portion controls are followed.
- Assigns and directs the work of food service staff, including training, maintains work production and safety standards.
- Orders appropriate quantities of food and supplies and assures proper storage and authorized use of same.
- At least weekly, brings frozen foods in from the walk-in freezer in the bus barn.
- Orders milk products weekly, and manages inventory to avoid having product past the appropriate code date.
- Checks goods received against invoices and corrects errors.
- Maintains monthly inventories of food and supplies.
- Follows approved housekeeping and safety practices to assure that sanitary and safe, and pest free conditions are maintained in the kitchen and food service areas.
- Maintains food quality standards, including appearance and taste.
- Maintains accurate records of food preparation, service, money receipts, and inventories.
- Assures that menus meet Federal and State meal requirements through use of nutrition based computer software program.
- Follows prescribed meal counting procedures to protect the anonymity of students who qualify for free or reduced price meals. This involves the use of meal counting/reporting computer software.
- Utilizes cost control procedures to avoid unwarranted food service operating costs and to stay within budgeted funds.
- Initiates requests for equipment repairs or replacement.
- Develops and recommends changes in food service program policies to upgrade the level of quality of efficiency in the program.
- Works with vendors and processors regarding new products and services and/or problems involving their products or service.
- In an effort to continually improve nutritional content, freshness, and appeal of the food served, develops and tests menus and recipes.
- Takes responsibility for purchase, appropriate use, and storage of government surplus commodity items.
- Purchases and picks up foods and other supplies not available for delivery (such as fresh fruits and vegetables, etc.)
- Counts daily food service receipts with another food service employee, safeguards food service money.
- Maintains computerized monthly records of meals served: free, reduced price, paid student meals, adult meals, and miscellaneous food sales.

PROPOSED 11/2011

- Following approved HACCP methods, maintains daily log for refrigerator and freezer temperatures, for sanitizer solution concentration, and calibration of thermometers.
- Works cooperatively with site administrators to resolve schedule change issues and be responsive to student menu preferences.
- Prepares bag lunches for student field trips.
- Attends District Wellness Committee meetings as requested.
- Endeavors to use produce from the Geyserville Elementary School Garden in student meals whenever possible.
- Continues to improve the quality and nutrition of the food served to students by looking at the Healthier US School Challenge standards. This includes increasing the variety of fruits and vegetables served on a weekly basis, and reducing the number of pre-processed foods served.
- Cleans work surfaces and equipment, uses the dishwasher to clean preparation and serving tools.
- Cleans and prepares fresh produce for use in meals.
- Bakes muffins and other flour based menu items.
- Prepares and heats pre-processed food for serving.
- Prepares and cooks "from scratch" menu items, including a wide variety of entrees.
- Makes an effort to keep up with the ever changing federal and state regulations and meal pattern requirements.
- Serves meals at the Geyserville Education Park – daily breakfast and usually two daily lunch periods.
- Assists the Manager of Business Services with state compliance reviews approximately every three years.
- Other related duties as assigned by the Superintendent.