Updated 7/22/19

**Title:** **Head Food Services Manager/Cook**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Typically, work days are primarily during the school year on days with student attendance (6:00 a.m.-1:00 p.m.), 15 minute break, and leaves are determined by Board Policy 5:330 (less than 12-month support staff). Additional work days for deep cleaning and/or staff institute days are assigned accordingly.

Job Tasks/Responsibilities:

Management

* Ensure compliance with all federal, state, and local regulations
* Plan, assign duties, schedule work, assist with and/or coordinate interviews, and supervise food service worker
* Order and purchase food supplies of appropriate quality at the best available cost per unit
* Receive orders, check quality, verify invoices, and store properly
* Maintain highest standards of sanitation
* Work with office staff to maintain and provide information to complete all financial and operation reports
* Maintain food cost control, menu costing, inventory, and participation records
* Provide a safe and pleasant atmosphere in which to work
* Help and assist all staff with requests for use of the kitchen

Preparation and Serving

* Establish menus that meet nutritional and institutional requirements, are appetizing, attractive, high quality, and within cost limitations
* Provide nutritional education to students and use student input in menu planning
* Prepare food in a safe and sanitary manner
* Promote an enjoyable experience for all students and staff
* Establish serving line in an orderly and efficient manner
* Promote positive relations with all
* Ensure menu and food service meets requirements of Federal and State Programs
* Prepare and clean-up cafeteria
* Coordinate and facilitate staff meals as requested

General

* Attend work in a timely manner on a daily basis
* Demonstrate appropriate appearance on a daily basis
* Demonstrate cooperation with all staff
* All other duties as assigned as “other”