

ELEMENTARY SCHOOL HEAD COOK

Position Type: Classified Support Staff/Foodservice

Date Posted: 5/23/17

Location: Navin Elementary

Reports to: Foodservice Director

Employment Status: Regular, part-time

FLSA Status: Non-exempt

POSITION SUMMARY: To operate an efficient school lunch program on an individual building level.

ESSENTIAL FUNCTIONS:

- Supervise the preparation and cooking of food.
- Make decisions requiring knowledge of applicable functions and of foodservice rules and regulations.
- Keep accurate financial and statistical records.
- Cooperate with Foodservice Director and Principal to properly coordinate the foodservice program so that it may be an asset to the overall educational process.
- Plan and make work assignments for the cooks and/or student workers.
- Order food as directed by the Foodservice Director.
- Verify the weight, accuracy, etc. of deliveries and acknowledge receipt of correct shipment.
- Maintain a weekly and monthly storeroom inventory.
- Follow prescribed procedure for obtaining extra or substitute employees.
- Comply with district specifications and mandated foodservice regulations (i.e. portion sizes, sanitation procedures, production recordkeeping, etc.).
- Inspect kitchen equipment for proper operation and follow proper procedure to have equipment serviced.
- Instruct and supervise cooks and/or student helpers in the performance of their work.
- Perform duties of cook when necessary.
- Maintain a pleasant, congenial atmosphere within the work area.
- Perform other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Operate the cash register.
- Prepare food for banquets.
- Observe all safety and health regulations of the school district.
- Maintain an appropriate personal appearance.
- Serve as a role model in the practice of ethical principles, responsible behavior and democratic values.
- Perform other duties as assigned by the Foodservice Director.

QUALIFICATONS:

- High School diploma or GED. Post-secondary foodservice training is desirable.
- Two (2) years work experience in a commercial or school foodservice operation.
- Working knowledge of Microsoft Word and Excel a must.
- Successful completion of a board approved sanitation and food safety course.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand, follow and give oral and written instructions.
- Ability to operate all kitchen equipment.
- Ability to accurately measure, weigh and adjust recipe ingredients.
- Ability to lift cartons and/or boxes of food items and supplies, which may weigh as much as thirty-five (35) pounds.

EQUIPMENT OPERATED:

- Kitchen equipment; for example, dishwashers, ovens, slicers, and steam kettles.
- Office machines such as calculators, computers and adding machines.

WORKING CONDITIONS:

- Frequent use of noisy and hazardous kitchen equipment.
- Requirement to stand on hard surfaces for extended periods of time.
- Exposure to chemicals used in cleaning and disinfecting.
- Exposure to extreme heat and cold.
- Repetitive hand motions are used in such activities as stirring, assembling and scooping.
- Work hours may be extended occasionally, in order to complete an essential job.
- Potential exposure to unruly children.
- Potential exposure to blood or other bodily fluids and tissue.

CONDITIONS OF EMPLOYMENT:

- Length of employment: One Year Limited Contract
- Salary: Based on current classified salary schedule with appropriate experience and training.
- Fringe Benefits: Based on current classified handbook.

ADDITIONAL INFORMATION:

Please submit a letter of interest and resume to the online application:

<https://www.applitrack.com/marysville/onlineapp/jobpostings/view.asp?category=Classified+Support+Staff>. Please do not send materials through the U.S. mail or by email; all documents should be uploaded to your application. If your qualifications meet our needs, we will contact you for further information and a possible interview.

The Marysville Exempted Village School District is an EQUAL OPPORTUNITY EMPLOYER and is in compliance with SECTION 504 OF THE REHABILITATION ACT OF 1973.