

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.51

ASSISTANT COOK/ELEMENTARY KITCHEN MANAGER (Job Description)

Qualifications: (1) Must have the training, experience and ability to direct or manage major portions of the total food service operation; (2) Must have knowledge of large quantity meal preparation, menu planning and providing appropriate reports to the Head Cook; (3) Must have strong human relations, communication and business management skills; and, (4) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the Head Cook or Food Service Director.

Duties and Responsibilities: The Assistant Cook/Elementary Kitchen Manager shall develop the knowledge and abilities required of the Head Cook and be prepared to serve as the Head Cook if needed. He/she shall work in the main kitchen, learn all aspects of the food service program and manage the food service program at the elementary school. He/she shall:

1. Be responsible for the preparation and serving of food in the elementary school according to the established menu.
2. Be aware of and comply with Department of Public Instruction (DPI) mandates.
3. Be responsible for the cleanliness and proper storage of equipment in the elementary school kitchen.
4. Be responsible for keeping the necessary records.
5. Be responsible for the direction of kitchen employees working with him/her.
6. Be responsible for the proper storage of food.
7. Perform any and all other duties prescribed by the Head Cook or Food Service Director, District Administrator or Board.

Evaluation: The Food Service Director shall complete a written evaluation on an annual basis. The Elementary School Principal/Director of Instruction may provide input for these evaluations.

Terms of Employment: Contract provisions shall conform with the negotiated agreement between the Board and the Iola-Scandinavia Auxiliary Association (I-SAA).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 02/14/2005