

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.5

HEAD COOK (Job Description)

Qualifications: (1) Must have the training, experience and ability to direct the total food service operation; (2) Must have knowledge of large quantity meal preparation, menu planning and completing state, federal and local reports; (3) Must have purchasing, 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 District Administrator. Supervises food service personnel.

Duties and Responsibilities: The Head Cook shall be responsible for food service-related business and personnel management. He/she shall be responsible for supervising, coordinating and directing the work duties of all food service personnel, including providing evaluative input to the District Administrator, and the preparation and distribution of meals in the district. He/she shall make sure the district's program complies with local, state and federal agency requirements, complete all required reports and operate the program in a businesslike manner. He/she shall coordinate building use with the Middle/High School Principal. He/she shall:

1. Be responsible for the preparation of weekly menus.
2. Be aware of and comply with Department of Public Instruction (DPI) mandates.
3. Be responsible for the cleanliness and proper storage of all equipment and the proper handling, serving and storage of all foods.
4. Be responsible for the cleanliness of all kitchens.
5. Be responsible for keeping records and filing reports in connection with the school lunch program, as required by the school and state.
6. Arrange for substitutes when food service personnel are absent.
7. Be responsible for the purchase of food commodities.
8. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete a written evaluation on an annual basis. The building principals shall 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