



David Douglas School District #40

Classified - Job Description

CHIEF COOK

Schedule: 9 months per year
Salary Level: 16

POSITION PURPOSE

To plan and supervise the cooking and other food service tasks in a central kitchen where food is prepared for transportation to satellite food service centers.

NATURE AND SCOPE OF RESPONSIBILITIES

- Instructs and supervises food service staff in the safe, proper, and efficient use of kitchen equipment and in food preparation and service methods
- Plans and supervises ordering, procurement, preparation and distribution of foods from the Central Kitchen
- Supervises the work routine of food service workers within a tightly structured time frame to assure serving meals on time and meeting the delivery schedules to the satellite kitchens
- Orders food supplies based on published menu; maintains tight budgetary control on food quantities ordered and used; conducts monthly inventory of food and related kitchen supplies
- Determines the quantities of food prepared daily; adjusts to projected daily counts
- Receives and verifies shipments; maintains complex financial and related records; prepares written and computerized reports as requested
- Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and cooking utensils
- Maintains a high degree of ethical behavior and confidentiality of information regarding students and staff
- Participates in in-service programs as assigned
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, and a minimum of three years experience in the preparation and serving of food in a school lunch program or in a restaurant/cafeteria of equivalent size, preferable supplemented by supervisory experience
- Possess and keep current a Food Handlers card as required by the state
- Knowledge of kitchen sanitation, safe work practices, and the ability to maintain a strict standard of cleanliness
- Knowledge of proper methods of planning, preparing, cooking, and serving foods; and proper procedures involved in managing a large school lunch program, meeting the requirements of the State and National School Lunch Program
- Knowledge of modern methods of preparing and cooking food in mass quantities
- Ability to operate large scale cooking equipment and appliances, and to read, interpret and evaluate recipes for use in the elementary school kitchen
- Skill in managing food service personnel and in directing the efficient and cost-effective use of food and preparation equipment
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, peers, and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina and ability to frequently lift up to 50 pounds. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, cold, hot and cold surfaces, and sharp and moving equipment. Requires eye-hand coordination and dexterity to prepare foods and operate equipment. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.