

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** HEAD COOK **File 803**

**Reports to:** Cafeteria Supervisor/Dietitian

**Job Objectives:** Directs assigned staff in the preparation and delivery of quality food services. Monitors customer satisfaction. Prepares and maintains records. Keeps the cafeteria supervisor/dietitian informed about kitchen activities and emerging issues.

**Minimum Qualifications:**

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Institutional food service experience is desirable.
- Successful completion of a board-approved food safety and sanitation course.
- Ability to interpret and comply with nutrition, health, and safety regulations.
- Bookkeeping skill and the ability to apply basic mathematical concepts.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages food preparation activities. Takes the initiative to perform routine tasks independently. Cooperates with the principal regarding serving time schedules.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Addresses issues that arise during the absence of the cafeteria supervisor/dietitian. Promptly communicates actions undertaken. Refers inquiries requiring policy interpretation to administrative staff.
- Maintains an accurate inventory of all food, supplies, and equipment. Monitors the use of products and supplies to control costs and reduce waste. Advises the cafeteria supervisor/dietitian about the need for additional inventory.
- Enforces appropriate receiving and storage procedures to ensure food safety.
- Checks deliveries. Verifies quantities. Reports shortages, spoilage, or inferior products. Organizes, stores, dates, and rotates stock.
- Follows the published menus. Directs the preparation of food. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets and work progress. Helps staff as needed to meet established schedules.
- Recommends menu modifications in response to customer requests.
- Prepares special meals for students with dietary restrictions.
- Oversees the set up of serving lines and the attractive presentation of food. Monitors portion size to ensure compliance with district specifications. Plans for substitute menu items when demand exceeds supply.
- Oversees the proper storage or disposal of leftover food.
- Properly accounts for all lunches. Uses point-of-sale reports to prepare bank deposits. Makes deposits. Submits daily records to the supervisor's office.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the cafeteria

supervisor/dietitian.

- Promptly documents all injuries that require medical attention.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, floors, etc.).
- Learns how to operate fire and safety equipment.
- Anticipates and is prepared for fire, health, and safety inspections.
- Ensures the equitable distribution of workloads and extra assignments. Trains food service staff in procedures to effectively accomplish their duties.
- Assists with special district events as directed (e.g., banquets, etc.).
- Helps manage kitchen security. Assists rental groups as directed. Ensures that the kitchen and storage areas are secured at the end of the workday.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory  
Responsibility:**

Under the direction of the cafeteria supervisor/dietitian: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require performing repetitive tasks quickly and differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.*