

Shickley Public School

Preparing Students for Success

- A. **Job Title:** Head Cook
- B. **Department:** Nutrition Services
- C. **Education Level and Certification:** Minimum of a high school degree or GED. Candidate must possess Food Handlers permit and will be expected to possess or complete additional training provided by the Nebraska Department of Education Nutrition Services. Previous food service experience, customer service experience, and cash handling experience preferred.
- D. **Reports To:** Superintendent
- E. **Performance Responsibilities and Job Tasks**
 - 1. Check the quality of raw and cooked food products to ensure that standards are met.
 - 2. Monitor sanitation practices to ensure that employees follow standards and regulations.
 - 3. Check the quantity and quality of received products.
 - 4. Order or requisition food and other supplies needed to ensure efficient operation.
 - 5. Supervise and coordinate activities of cooks and workers engaged in food preparation.
 - 6. Inspect supplies, equipment, and work areas to ensure conformance to established standards.
 - 7. Determine how food should be presented.
 - 8. Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.
 - 9. Estimate amounts and costs of required supplies, such as food and ingredients.
 - 10. Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients, the likely number of food service customers and requirements of federal and state programs and local wellness plans.
 - 11. Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs or to keep costs within established prices.
 - 12. Prepare and cook foods of all types, either on a regular basis or for special guests or functions.

13. Determine production schedules and staff requirements necessary to ensure timely delivery of services.
14. Meet with food service customers to discuss menus for special occasions.
15. Demonstrate use of cooking techniques and equipment to staff.
16. Meet with sales representatives in order to negotiate prices and order supplies.
17. Arrange for equipment purchases and repairs.
18. Record production and operational data on specified forms.
19. Adhere to all federal and State USDA regulations and State and local Food Codes and complete all required documentation on a timely basis.
20. Adhere to requirements of individuals with special dietary conditions.
21. Perform other tasks or duties as assigned by the Superintendent.

F. Required Knowledge

The Head Cook is to possess and effectively utilize knowledge in the following areas:

1. Production and Processing—Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
2. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

G. Working Conditions

1. Inside kitchen and lunchroom. Occasional outside grilling may be required.
2. Exposure to extremes of heat and humidity, high temperatures from cooking operations, and hazards of moving machinery, hot cooking surfaces and equipment, hot grease, slippery floors, and sharp objects.

H. At-Will Position. This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent.

Physical Requirements Head Cook		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1.	Sitting		X			
2.	Walking				X	
3.	Standing					X
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person				X	
6.	Bending or twisting at the trunk more than the average person				X	
7.	Squatting/Stooping/Kneeling				X	
8.	Reaching above the head				X	
9.	Reaching forward				X	
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					X
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength				X	
13.	Driving on the job	X				
14.	Typing non-stop		X			
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)				X	
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder			X		
	Shoulder to overhead			X		
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead			X		
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder			X		
	Shoulder to overhead			X		
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)	X				
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds		X			
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds				X	
28.	26 to 50 pounds			X		
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				