**GENERAL DESCRIPTION**

The Head Cook reports to the school administration and is responsible for the supervision of cafeteria personnel and the overall operation of the kitchen and cafeteria in his/her assigned school.

The job will require 20/hours a week

**Qualifications**

High School diploma with training in culinary arts and/or similar experience in cooking

Knowledge and skills in large quantity food handling, preparation, and cooking.

Good understanding of institutional kitchen operation/management.

Ability to read, write and comprehend simple instructions, short correspondence, and memos Ability to effectively present information to customers and other employees.

Basic computer skills preferred.

Ability to add, subtract, multiply and divide currency.

Ability to understand and carry out detailed but uninvolved written or oral instructions.

Ability to resolve routine problems.

Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents, and representatives of outside organizations Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and outside agencies.

Dependability, punctuality and initiative are essential.

Good personal hygiene

Commitment to the School Vision

**Responsibilities**

Plan menu and thaw food products accordingly.

Plan a lunch schedule 1-2 months in advance.

Perform a wide range of cooking tasks associated with the preparation of student meals.

Ensure that foods are maintained at proper temperatures for storing and serving.

Move heavy packages, boxes, and/or other food related items as needed.

Review and approve weekly time sheets, forward to the principal.

Maintain the kitchen per state code and expectations.

Clean and inventory all equipment and supplies at the end of the day.

Contact: If interested

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