

JOB DESCRIPTION

JOB TITLE: Elementary Lead Cook

Report Identification Code: edfelc

Job Position Statement: The job of "Elementary Lead Cook" is done for the purpose of providing food service at the assigned site which meets the mandated nutritional needs of students; maintaining facilities in a sanitary condition; providing written support to convey information; preparing and distributing food service items for consumption by students, staff and the public; and maintaining inventories of food service items; supervising and training assigned personnel in food service operation; assisting the food service supervisor with personnel issues by participating in the hiring process, evaluating performance and providing input into corrective action procedures.

Essential Job Functions:

- * **Cleans** utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- * **Directs** site operations including supervising, training and evaluating food service staff for the purpose of providing safe and efficient food services and ensures compliance with mandated nutritional and health requirements.
- * **Supports** the Food Service Supervisor by assisting in the hiring process and supporting disciplinary procedures by addressing and documenting performance concerns and providing input into the corrective action process.
- * **Ensures** preparation of necessary documentation for the purpose of complying with federal regulations. Prepares and maintains records, logs, communications, and other documentation.
- * **Estimates** food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- * **Orders** food and supplies from warehouse or vendors for the purpose of maintaining adequate inventory.
- * **Prepares** monthly food inventory for the purpose of complying with federal guidelines.
- * **Prepares** one or more item for the purpose of providing food and beverage items to meet projected meal requirements.
- * **Responds** to customer inquiries for the purpose of providing information and/or direction regarding food items.
- * **Serves** one or more food and beverage item for the purpose of meeting mandated nutritional requirements and/or requests of students, staff and the public.
- * **Stocks** food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- * **Attends** ongoing training for the purpose of ensuring compliance with state and federal nutrition standards.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work functions.

- * **Attends** planning and district meetings for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience with increasing levels of responsibility

- * **Skills, Knowledge and/or Abilities Required:**

Skills to: prepare large quantities of food items; operate and care for institutional kitchen equipment; use English in both written and verbal form to communicate effectively with staff, students, parents and the public; apply pertinent codes, policies, regulations, and laws; prepare and maintain accurate records; perform basic arithmetic calculations; and use standard office equipment.

Knowledge of: national school meals program requirements; modern methods of food preparation; health codes; sanitation principles and supervisory principles and practices.

Abilities to: supervise, evaluate, train and direct kitchen staff; make independent judgments based on common sense and with minimal supervision; understand and carry out oral and written instructions; work cooperatively with others; adhere to safe work practices; interact with persons of different age groups and cultural/educational backgrounds; work under time constraints; perform tasks in an environment with many distractions and interruptions; and meet deadlines and schedules.

Significant physical abilities include standing/walking for prolonged periods, lifting/carrying/pushing/pulling, stooping, balancing, reading/handling/fingering, talking/hearing conversation and other sounds, visual acuity/depth perception/visual accommodation.

- * **Education Required:** None specified

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; Idaho Sanitation Certificate