

# DELANO UNION SCHOOL DISTRICT

## LEAD COOK

### BRIEF JOB DESCRIPTION

Under supervision of the Director of Food Services or Food Service Supervisor, the Lead Cook has lead responsibility for all the areas of food production of the Food Service Department. Must be able to provide pertinent accurate knowledge, guidance, and work direction to assigned staff. Leads, plans, organizes, and coordinates the cooking, packaging, and food transportation functions of the food service production facility.

### REQUIRED QUALIFICATIONS:

Must be knowledgeable of methods, procedures, and techniques of preparing, cooking, baking, and packaging foods in large quantities; sanitation, safety practices, and procedures; standard cafeteria appliances and equipment; menu planning, nutrition and nutritional values of foods, and National School Lunch Program and School Breakfast Program requirements; methods and operational techniques. Must have the ability to lead and train staff and ensure that production and distribution schedules are maintained. Must have the ability to increase or decrease recipe quantities as required, organize, plan, and lead others; perform complex arithmetical calculations and maintain complete and accurate records; operate a computer to process food requisitions, production records and related records. Must possess a valid California Motor Vehicle Operator's License.

Experience Minimum of four (4) years experience in quantity food preparation, service, and facility maintenance in a commercial, institutional, or school food service operation, including one (1) year in a lead capacity.

Education Graduation from high school or equivalent, supplemented by training in nutrition, quantity cooking, or other related areas. ServSafe Certification required.

### Essential Functions of this Position:

1. Plans, schedules, leads, and participates in the preparation, cooking, packaging, baking, and the preparation for transport of a variety of foods;
2. Plans and develops food preparation and cooking work schedules;
3. May assist in menu planning;
4. Reviews and adheres to predetermined menus and recipes;
5. Requisitions food items and supplies;
6. Receives, inspects, and confirms quantity and quality of food items received;
7. Leads and participates in portion control and the packaging, arranging, and storage of food to ensure appropriate and efficient use of food items and supplies;
8. Leads and participates in banquet and catering food service activities;
9. May act as a cashier, including the counting of monies and accountability of cash receipt records;
10. Maintains a variety of records pertaining to food service operations and prepares written reports as required;

- 11. Assists and instructs new personnel in methods of procedures of tasks assigned;
- 12. Works with custodial and maintenance staffs in the maintenance and safety of the kitchen and equipment;
- 13. Assists with standards of sanitation that will pass County Health Department inspections.
- 14. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- |                                  |   |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51.75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, push and pull.
- 4 g. Ability to stir.
- 1 h. Ability to lift 40 lbs.
- 2 i. Ability to carry 15 lbs.
- 4 j. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

- 1. Other related duties as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.