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**REDDING SCHOOL DISTRICT  
JOB DESCRIPTION**

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**HEAD COOK**

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**DEFINITION OF POSITION**

Under the supervision of the Director of Food Services, the Head Cook oversees the operation of a school cafeteria. This position is part of the classified bargaining unit.

**EXAMPLES OF DUTIES** – Important duties may include, but are not limited to, the following:

1. Plans the operation of an elementary or middle school cafeteria, implementing menus prepared by the Director of Food Services;
2. Plans and lays out the duties of the cook(s) working in the kitchen;
3. Orders, receives, and accounts for monthly foodstuffs and supplies;
4. Prepares and serves meals;
5. Supervises and assists in cleaning dining room tables, kitchen, and equipment;
6. Responsible for student meal tracking system and cash for lunches and milk sold;
7. Tallies and records daily sales and prepares data for weekly deposits;
8. Confers with principals and teachers concerning activities conducted in the cafeteria;
9. Trains student helpers in serving, sanitation, care of equipment and personal neatness;
10. Trains a member of staff to take over duties when absent;
11. Uses skill in utilizing left-over foods;
12. Submits required reports to the Director of Food Services and performs other related duties as required;
13. Performs other related duties as assigned which are reasonably related to the above.

**QUALIFICATIONS**

1. Knowledge of feeding large groups, including nutritional guidelines.
2. Knowledge of modern kitchen equipment;
3. Knowledge of the proper handling and storing of foodstuffs, and modern sanitation requirements;
4. Ability to exercise care and consideration in observing sanitation requirements;
5. Ability to plan and direct an efficient food service program, which included preparing tasty food and serving it attractively;
6. Ability to judge the quantity of food required and serving it attractively with a minimum of waste;
7. Ability to compile, maintain and submit accurate records and reports;
8. Ability to establish and maintain cooperative working relationships with principal, teachers, students and other personnel;
9. Performs other related duties as assigned which are reasonable related to the above.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 30 pounds of force frequently to lift, carry, push, or otherwise move objects.
- This type of work involved sitting, walking, and standing for extended periods.

Reasonable accommodation may be made to enable a person with a disability to perform the Essential functions of the job.

## **EXPERIENCE**

Two years of experience in preparing food in a commercial or institutional operation, or course work from a college or trade school involving preparation of large quantities of food and nutrition.

## **EDUCATION**

Graduation from high school.

**HEAD COOK**  
**Range H**

BOARD APPROVED: \_\_\_\_\_ March 20, 2012