

BELPRE CITY SCHOOLS
Job Description

HEAD COOK

Responsibilities:

- Directly responsible to and under direct supervision of the Cafeteria Supervisor.
- Directly responsible for the efficient operation of their respective kitchen.

General Duties:

- Prepare and serve breakfast and lunch as required to meet established food, serving, and USDA standards.

Specific Duties:

- Maintain proper Production Records
- Prepare adequate amounts of food to ensure all students receive menu options.
- Keep all areas of the kitchen and serving line orderly and neat.
- Follow all safety and HACCP regulations.
- Manage, instruct, and train other food service employees in the kitchen in a constructive manner.
- Serving line and food are to be presented in a clean and visually attractive style.
- Keep daily record of inventory of food, supplies and milk.
- Prepare end-of-the-month inventory of food and supplies on hand.
- Check delivery tickets carefully to see that all items are received and sign for each delivery.
- Be courteous to all staff and students. Ensure that all staff strives for positive customer satisfaction.
- Ensure that all staff are in standard uniform dress.
- Knowledge of Point-of-Sale system.
- Perform other related duties as assigned by Supervisor

(Revised 9/20/06)

BELPRE CITY SCHOOLS
Job Description

COOK

Responsibility:

- Responsible for the efficient operation of their respective kitchen as designated by the Head Cook.

General Duties:

- Prepare and serve breakfast and lunch as required to meet established food, serving, and USDA standards.

Specific Duties:

- Serve breakfast and lunch.
- Follow production records to ensure an adequate amount of food is prepared.
- Fill out production records as requested.
- Adhere to prescribed standardized recipes.
- Acquaint self thoroughly with all procedures in the lunchroom.
- Maintain orderly and clean work area.
- Follow all safety and HACCP regulations.
- Maintain appearance of food, prep and serving areas.
- Be courteous to all staff and students. Ensure that all staff strive for positive customer satisfaction
- Come prepared in standard uniform dress.
- Ability to operate the Point-of-Sale system.
- Perform other related duties as assigned by Head Cook or Supervisor.

(Revised 9/20/06)