



KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 03/10/2009

TITLE: Cafeteria Head Cook	EMPLOYMENT: 9 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: To be part of the food service operations team, which entails the preparation and serving of wholesome, well-balanced, well-cooked meals and snacks to school students. To assist in providing clean, well maintained, and sanitary conditions in the kitchen, storage areas, serving and dining areas. To be an integral part in providing a service-oriented relationship with students and staff, to ensure the smooth and efficient operation of the food service program.

VII. QUALIFICATIONS:

1. High School Diploma or GED.
2. One year experience.
3. Current food handler's permit.
4. Knowledge of school food service, or other high volume food preparation operations.
5. Ability to communicate and work with staff and students.
6. First Aid and CPR skills.

VIII. DUTIES AND RESPONSIBILITIES:

1. Performs daily food preparation of school meals and related duties in accordance with federal, state, and local rules and regulations.
2. Assists in maintaining proper safety, cleanliness and sanitation conditions in all areas of food service program.
3. Assists with the unloading deliveries as needed.
4. Arranges food storage and supplies and ensures the proper rotation and inspection of perishable and non-perishable foods.
5. Assists with orders and inventory of food service needs, equipment and supplies.
6. Assists in directing the activities of food service workers, student workers and other staff as assigned.
7. Perform dishwashing, cleaning and storage duties.
8. Maintains proper care of kitchen equipment, machines and furniture.
9. Performs other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS: Lift or move objects weighing up to 75 lbs.

IX. SUPERVISION RECEIVED BY: Support Service Manager

X. SUPERVISION GIVEN: Food Service Workers, Student Workers and other staff as assigned.

XI. WORKING HOURS: In accordance with Board policies

XII. EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Da Lichi'I Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/Federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____
Employee

DATE: _____

APPROVED BY: _____
Immediate Supervisor

DATE: _____