

Oak Grove Lutheran School Position Description

Position Title: Head Cook
Reports to: Academic Dean
Reviewed: April, 2010

SUMMARY:

Oversee the staff and daily production of high quality food under sanitary conditions. Insure customer satisfaction through exemplary service and appealing food.

All employees at Oak Grove Lutheran School impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School and serve as role models for Christian faith development, personal interactions and respect for each other, and learning with integrity as duties are performed for the School.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Supervise entire kitchen staff, answers questions, schedules staff, and delegates tasks.
- Oversees all food production and ensures smooth workflow daily for both lunch and breakfast.
- Maintain high standards of sanitation and safety for kitchen staff and in food preparation. This would include accurate food temperature recording and serving, and proper temperatures for food storage units including freezers, cooler, and hot boxes.
- Prepare daily menu.
- Determine quantities of food to be prepared each day.
- Prepare and places food orders.
- Train and staff.
- Receive and stocks all food and supplies.
- Work as effectively and efficiently as possible.
- Confer with the Academic Dean on problems in food preparation, personnel, equipment breakdown, ordering, etc.
- Work with the Academic Dean in development of new methods of preparation and service, time and motion economics, and future equipment needs.
- Participate in annual employee workshops.
- Complete additional duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises and directs the kitchen helpers/staff.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to problem solve under stressful situations. Able to prepare food according to standardized recipes.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) previous experience (two years preferred) with large quantity food preparation as well as supervisory experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Good organization and math skills; ability to lift 50 lbs., ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, co-workers, school staff and the community. Ability to perform duties with awareness of all Oak Grove policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Stands and walks during entire shift. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates,

frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works in an area with limited space, busy environment, and frequent interruptions. The atmosphere includes noise, humidity, cooking odors, wet floors, and fluctuating temperatures. Hazards include, but are not limited to cuts from knives, burns, strains, or falls. Equipment used frequently includes fryer, steamer, tilt skillet, ovens, steam kettles, knives, slicers, and choppers. The employee must be able to meet deadlines with severe time constraints and interact with students and staff. The employee has direct responsibility for the safety, well-being and work output of others.

EVALUATION: *Job performance shall be evaluated in accordance to district guidelines of Oak Grove.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.