

HEAD COOK

DEFINITION

Under supervision from the Site Manager and general direction of the Nutritionist performs a wide variety of skilled quantity cooking and meal preparation and coordinates and manages all aspects of food service operation at a senior nutrition center.

DISTINGUISHING CHARACTERISTICS

Incumbents perform complex cooking assignments and must be able to prepare all food items including entrées, vegetables, salads, deserts and baked goods. Must be able to provide lead direction and train assistant cooks and other kitchen help. This class distinguished from the Assistant Cook in that the Head Cook has the responsibility to perform complex cooking assignments of all food items.

REPORTS TO

Site Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

Does not directly supervise subordinate staff but does provide lead direction and helps train assistant cook and other kitchen support staff.

EXAMPLES OF DUTIES

- Prepares and cooks all types of food in quantities.
- Follows recipes.
- Uses a wide variety of kitchen equipment such as blenders, mixers, grinders and slicers.
- Properly uses and stores leftover food in according to prescribed procedures.
- Keeps all necessary records concerning food service operation.
- Monitor the practices of all food service staff.
- Purchases foods and food stuffs and other goods essential for the food service operation in accordance with menus supplied by the Nutritionist.
- Coordinates food service staff activities on a daily basis.
- Cleans and maintain all food services areas and storage facilities in the appropriate manor.
- Appropriately packages meals being transported from the site.

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TYPICAL PHYSICAL REQUIREMENTS

Stand for extended periods; physical ability to lift up to 50 pounds without assistance; use of kitchen tools and equipment including knives, hand and power equipment; normal manual dexterity and hand eye coordination; stoop, kneel, bend as necessary to pick up or remove objects; corrected hearing and vision to normal range; ability to communicate verbally.

TYPICAL WORKING CONDITIONS

Work is performed in a Senior Nutrition Center including kitchens and dining room environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of

- Procedure and equipment used in the storage, care, preparation and cooking of food in large quantities.
- Sanitary practices and handling of food.
- Methods of cleaning and care of utensils and equipment and work areas.
- Food storage and inventory control procedures and techniques.
- Proper use care and maintenance of all food service equipment.

Ability to

- Cook and preserve a variety of attractive and palatable dishes in large quantities.
- Direct the work of assigned kitchen staff.
- Understands and follow recipes and written and oral instructions.
- Complete skilled quantity cooking of complex menus with minimal supervision.
- Prepares baked goods from basic ingredients.
- Estimate food quantities.
- Order food and supplies.
- Practice the highest standards of food and kitchen safety and sanitation.
- Read, write and do mathematical computations necessary for successful job performance.
- Establish and maintain effective working relationships.
- Communicate effectively.
- Obtain and maintain CPR and First Aid certification.

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Training and Experience: any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying:

Three (3) years experience in commercial or institutional cooking or equivalent combination of institutional/commercial cooking education courses and experience.

Special Requirements

Subject to work all county holidays except New Years, Labor Day, Memorial Day, July 4, Thanksgiving and Christmas, as specified by the Area on Aging.