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| Job Title: | **Head Cook** |
| Department: | **Senior Nutrition** |
| Reports to: | **Meals on Wheels Coordinator** |
| Grade: | **SN 30** |
| Supervises: | **None** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Lisa Robitshek** |
| Date: | **December 2, 2019** |
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| Purpose:  To direct the preparation of food to be served, complying with all applicable sanitation, health and personal hygiene standards, following established food production procedures and nutritional guidelines. | |
| Essential functions:   * Develop menus and conduct nutritional analysis in accordance with nutritional guidelines. * Prepare or direct preparation of food served complying with all applicable sanitation, health and personal hygiene standards and following established food production procedures and nutritional guidelines. * Maintain proper inventory control. * Train and supervise staff (on a day-to-day basis). * Responsible for appropriate use of facility supplies and equipment to minimize loss, waste and fraud. * Ensure that safety and sanitation requirements are followed consistently. * Facilitate equipment repair and maintenance. * Keep work area neat and clean at all times; maintain equipment cleaning schedule. * Maintain positive communication and relationships with clients and co-workers. * Attend required trainings. * If applicable, supervise Head Start meals. * If applicable, facilitate catering projects as needed. * Perform other duties as required and assigned. | |
| Position Objectives:   * To provide quality meal preparation complying with all applicable sanitation, health and personal hygiene standards. * To ensure compliance with all safety and sanitation requirements and in accordance with all nutritional guidelines. * To train and supervise staff (on a day-to-day basis). | |
| **Measured by:**   * The review of menus and compliance with nutritional guidelines. * Maintaining temperature logs, ensuring that food temperatures are taken and recorded daily according to guidelines. Monthly temperature tests are completed to ensure proper temperature is maintained. * Maintaining proper inventory controls and records, including ordering, receiving of goods, food storage, and cost control. * By feedback from clients and staff. | |
| **Minimum Education:**   * A high school diploma or equivalent. * ServSafe certification required or the ability to obtain certification within 6 months of hire. | |
| **Minimum Experience:**   * Prior experience in a food service related position (i.e. food service preparation, nutritional guidelines/analysis, quantity cooking, food purchasing, inventory control, sanitation, etc.). * Prior supervisory experience preferred. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to occasionally work evenings or weekends for either catering or weekend meals. | |
| **Minimum Skills Required:**   * Collaboration skills * Client focus and concern for well-being of recipients * Flexibility and resourcefulness * Stress management/composure * Positive verbal and non-verbal communication with clients, families, staff, and volunteers * Excellent supervisory and organizational skills * Basic math skills | |
| **Minimum Physical Expectations:**   * Physical activity that often requires standing, bending, stooping, reaching, climbing, kneeling, and/or twisting to perform inventory checks and meal preparation. * Physical activity that sometimes requires keyboarding, sitting, phone work and filing. * Physical activity that sometimes requires extensive time working on a computer. * Physical activity that sometimes requires travel by car. * Physical activity that always required lifting under 25 lbs. * Physical activity that always requires lifting over 25 lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**  The Head Cook position operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef’s knives. The employee is frequently exposed to heat, steam, fire, and noise. | |