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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.
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| 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).
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| **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.
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| **Minimum Education:*** A high school diploma or equivalent.
* ServSafe certification required or the ability to obtain certification within 6 months of hire.
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| **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.
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| **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.
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| **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
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| **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.
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| **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. |