

ST. JAMES LUTHERAN CHURCH AND SCHOOL
Board of Christian Education

Position: Head Cook

Accountable To: The Principal and through him to the Board of Christian Education

Purpose: The head cook prepares and serves a healthy and nutritious lunch each school day to the students, staff, and guests in a friendly, cheerful environment.

Duties and Responsibilities:

1. Ensures that the kitchen complies with all health codes and state and federal hot lunch regulations.
2. Supervises the cleaning of the kitchen by:
 - a. Having the entire kitchen floor and mats mopped/washed daily;
 - b. Cleaning of cupboards, coolers, refrigerators, freezers, ovens, hood, etc., at least weekly;
 - c. Performing other kitchen cleaning duties as needed or requested.
3. Ensures proper storage of all foods.
4. Ensures that supplies are ordered, verifies bills, and prepares them for prompt payment.
5. Makes recommendations to the Principal for the purchase of new equipment.
6. Prepares the monthly menus.
7. Supervises preparation and serving of the school lunch when the program is in operation, making the best possible use of the commodities and 85% of the meals are homemade.
8. Keeps a daily record of food purchased, commodities received, food used, food left over, and commodities on hand. A monthly inventory is to be done.
9. Keeps up on all state and federal regulations.
10. Receive and maintain food manager certification as required by the state.
11. Promote a cheerful atmosphere for the students, staff, and wholesalers.
12. Work cooperatively with staff members and groups using the kitchen for school, church, and community functions.
13. Responsible for supervision of the assistant cook; working together to promote a healthy, cheerful environment.
14. Performs other duties that pertain to operating the hot lunch program as delegated by Principal.

Qualifications:

1. Knows how to cook.

Adoption Date: 4/19/16
Reviewed:

Revised:
Next Review Date: 4/19/17

2. Is able to keep daily records required by the school and state and federal governments.
3. Cheerful and friendly.

Physical Requirements:

1. Lifting will involve upwards of 50 pounds.
2. Is able to be on his/her feet at least 5 hours per day.