

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>ASSISTANT HEAD COOK</b>	<b>REPORTS TO:</b>	Food Services Supervisor
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TRAINING QUALIFICATIONS	- Demonstrated aptitude for successful performance of assigned duties and responsibilities
REQUIRED SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and possess the ability to speak clearly and concisely both in oral and written communication</li> <li>- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts</li> <li>- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions</li> <li>- Leadership and organizational abilities</li> </ul>
PERSONAL QUALIFICATIONS	<ul style="list-style-type: none"> <li>- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all students</li> <li>- Is able to accept constructive criticism</li> <li>- Demonstrates professional tact and diplomacy with administrators, staff, teachers, parents and the diverse community</li> <li>- Is conscientious and assumes responsibility for ones own work performance</li> <li>- Anticipates problems and unforeseen events and deals with them in an appropriate manner</li> <li>- Demonstrates an ability to make proper decisions when required</li> <li>- Demonstrates loyalty to the administrative team</li> <li>- Possesses high moral character and a good attendance record</li> <li>- Promotes good social relationships between students as well as promoting good public relations by personal appearance, attitude and conversation</li> <li>- Participates in appropriate professional organizations and their activities</li> <li>- Maintains a calm attitude and sense of control at all times</li> <li>- Maintains the same high level of ethical behavior and confidentiality of information about students, as is expected of members of the teaching staff</li> <li>- Possesses the ability to be flexible and adaptable to changing situations</li> <li>- Positive attitude</li> <li>- Must be flexible and able to adapt to changes effectively</li> <li>- Work in a pleasant, efficient and timely manner</li> </ul>
JOB GOAL	To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth
WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS	<p>The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. 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.</p> <ul style="list-style-type: none"> <li>- Occasional work that may extend beyond the normal workday</li> <li>- Occasional exposure to blood, bodily fluids, and tissue</li> <li>- Occasional operation of a vehicle under inclement weather conditions</li> <li>- Occasional interaction among unruly children/adults</li> <li>- Many situations that require hand motion, e.g., computer keyboard, typing, writing</li> </ul> <ul style="list-style-type: none"> <li>- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop</li> </ul>

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revision date:

POSITION NO. 4.35

- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

PSAA UNION STATUS: Exempt

DUTIES AND RESPONSIBILITIES

1. Supervises and assists with the preparation and serving of lunches
2. Interprets to the administration, the staff, and the public, as appropriate, federal and state standards and guidelines regarding school food service and the school food program
3. Supervises in the assigned school safety and sanitation program
4. Supervises and instructs food service personnel in the safe, proper, and efficient use of all kitchen equipment
5. Orders/checks food shipments from Central kitchen daily
6. Determines the quantities of each food to be prepared daily
7. Assures that size of serving meets federal requirements
8. Prepares food according to a planned menu and tested uniform recipes and determines if the finished product is of best quality both in flavor and appearance before it is served
9. Records amount of food used and unused on the production sheets sent from Central kitchen
10. Oversees the locking of the storeroom, kitchen and food storage boxes at the end of the work period
11. Orders on a daily basis all necessary supplies needed from Central kitchen
12. Reports immediately to the principal and food service supervisor any problems or emergencies occurring in the kitchen or the lunchroom premises
13. Confers with the food service supervisor regarding any personnel problems
14. Provides assistance in any aspect of the program, when needed
15. Trains new employees in methods and procedures as directed by the food service supervisor
16. Assumes responsibility for checking that all equipment in the lunch program is in safe working condition, and notifies the food service supervisor or arranges for servicing as deemed appropriate
17. Attends appropriate workshops to keep knowledgeable of State and Federal Lunch Program regulations
18. Assumes responsibility for such other matters in the food service program as may be assigned by the food services supervisor
19. Serv Safe Certified under National Restaurant Association Education Foundation
20. Orders food on a daily basis when head cook is out. Must be able to do the duties of head cook if they are out
21. Maintain a friendly, positive attitude during all lunch periods
22. Ability to run a history report of students and explain what it is
23. Able to use and run all kitchen equipment and report any equipment malfunction to head cook
24. Manage production in the back of house area
25. Records temperature of food in HACCP folder on a daily basis
26. Work with substitute employees and train them in all areas of the kitchen
27. Able to identify what a reimbursable lunch is

TERMS OF EMPLOYMENT	188 contract days beginning July 1
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