

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>ASSISTANT HEAD COOK</b>	<b>REPORTS TO:</b>	Food Service Supervisor
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**TRAINING QUALIFICATIONS**

- Demonstrated aptitude for successful performance of assigned duties and responsibilities.

**REQUIRED SKILLS AND ABILITIES**

- 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 to communicate clearly and concisely both orally and in writing.
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts.
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Leadership and organizational abilities.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

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.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**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.

<b>TERMS OF EMPLOYMENT</b>	188Contract Days beginning July 1
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