

**Title:**           **Lead Cook**

**Definition:**   Under general supervision of the Director of Food Services, coordinates the operation of the cooking kitchen to ensure that foods are prepared timely, in adequate quantity and according to nutritional standards, and the standards of cleanliness are maintained.

**Examples of Duties:**

**In addition to the duties performed by the Cook, the Lead Cook:**

1. Supervises the storage of foods, preparation, and serving of meals and kitchen clean-up
2. Maintains a current inventory of food and non-food products at the site
3. Assists in the standardization of recipes
4. Prepares food production records and other reports as requested
5. Trains cafeteria employees
6. Orders food and non-food products
7. Establishes and maintains
8. Makes observations and provides the Director of Food Services with input for evaluation of employees
9. Insures adherence to all applicable rules, regulations, standards, and guidelines, including Health and Safety Code and National Free and Reduced Lunch Program

**Qualifications:**

**Knowledge of:**

- School Meal Initiative, basic nutrition and nutrient standards
- Health and Safety Code
- Free and Reduced Lunch Program
- Methods of preparing and serving foods
- Procedures for ordering, storing and receiving cafeteria food and supplies

**Ability To:**

- Maintain records and make arithmetical computations
- Work efficiently during rush conditions
- Make change
- Follow standardized recipes and menus
- Understand and carry out oral and written instructions
- Instruct and supervise employees
- To work cooperatively with others, including co-workers, students, teachers, other staff members, and parents
- Able to learn and adapt to new procedures or changes in procedures

**Education:**

Graduation from high school or the possession of a G.E.D. certificate

**Experience:**

At least 3 years of experience in quantity food preparation, preferably within a school setting

**Physical:**

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 40 lbs; ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate kitchen equipment; ability to work in rush conditions.

Must pass District proficiency test and submit for fingerprint clearance. TB test is mandatory

**Board Approved: May 12, 1998**