



TITLE: Head Cook – Coleman – Greendale - Sanford

QUALIFICATIONS:

Education/Training: High school diploma or equivalent preferred. Food Protection Manager Certification or equivalent certification as approved and listed by Conference for Food Protections Standard for Accreditation of Food Protection Manager Certification Program.

Experience / Special Skills: Experience with preparing food in large quantities preferred. Strong customer service skills and previous supervisory experience preferred.

Job Requirements:

- Reading skills – the ability to follow written direction and standardized recipes without supervision.
- Math skills – the ability to perform arithmetic calculations to convert recipes as needed and convert quantity listed in recipe to complete food order.
- Communication skills- verbal and written.
- Ability to reach, bend, stoop and frequently lift up to 45 lbs.
- Have the ability to work in a standing position for long periods of time.
- Computer skills – Microsoft Word, basic Excel, and basic Outlook-opening files and printing information.
- Interpersonal skills along with excellent customer service.
- Valid Driver's license and automobile insurance.
- Reliable automobile.

JOB GOAL: Leads the TEAM of cooks to prepare and serve appetizing, attractive and nutritionally-balanced meals for Meals on Wheels and Center Meals, along with ensuring that Food Code guidelines and Nutrition Program Standard Operating Procedures are followed.

REPORTS TO: Food Service Manager

PERFORMANCE RESPONSIBILITIES

1. Preparation, packing and service of food needed for Meals on Wheels program, Center meals and/or special event needs. At all times comply with the following:
 - Written posted menu
 - Production sheets
 - Standardized recipes
 - Nutrition Program Standard Operating Policies/Procedures (SOP)
 - Temperature control guidelines per the Nutrition Program SOP / Michigan adopted Food code
 - Food safety and sanitation per the Nutrition Program SOP / Michigan adopted Food Code
 - Customer service guidelines / Kitchen Code of Conduct
2. Maintains proper food storage using "FIFO" (first in first out) food rotation, proper labeling/dating per Food Storage Guidelines, Nutrition Program SOP / Michigan adopted Food Code.



PERFORMANCE RESPONSIBILITIES: (Continued)

3. Adjust and use production sheet to guide the assistant cooks, prep-cook support cooks and/or on-call cooks regarding the daily kitchen needs at the center.
4. Monitoring food temperatures before/during/after packing and meal service, to ensure that food is served and stored at proper temperatures.
5. Directs and participates in the service of lunch center meal, utilizing temperature control following Nutrition Program SOP / Michigan adopted Food Code.
6. Oversees documentation of quantities of food prepared and food temperatures on the cooks report.
7. Ensure all kitchen logs are completed properly throughout the kitchen including but not limited to the Production Sheet, Cooks Report, refrigerator/freezer log, dish machine log, sanitation log and cleaning logs.
8. Lead kitchen staff on safe, proper and efficient use of all kitchen equipment.
9. Review the posted menu and standardized recipes weekly, to complete inventory and the "shopping / shared order guide".
10. Performs other custodial tasks as requested to assure high standards of safety and cleanliness.
11. Assume or assist with Center Director duties as needed.
12. Assist with orientation and training of other cooks and at other centers as needed. This includes immediately training and/or counseling employees who do not comply with Standard Operating Procedures.
13. Shares on an alternating basis with the other cooks the responsibility of working at special events on evenings and weekends.
14. Maintains awareness of and follows agency policies and procedures with special emphasis regarding maintaining confidentiality of information, following safe work practices and compliance with emergency procedures.
15. Delivers Meals on Wheels when necessary. May obtain food items or deliver food to various senior centers within shared food program.
16. Attend meetings, trainings and workshops as directed.
17. Perform other tasks and assume other responsibilities as assigned by Food Service Manager, Food Service Coordinator or Nutrition Program Director.

Reviewed and Agreed to by: _____ Date: _____