

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

Job Classification: Cook Manager III

Job Title: Head Cook-III

Job Purpose Statement: The Cook Manager III position independently oversees a complex food service operation at a school site for three or more points of service, which involves multiple food choices and the ability to adapt to varying needs of the student population. This position is responsible for all food service operations and provides lead direction and daily oversight for all kitchen staff to ensure that all operations and services are being performed at the highest level while maintaining a high level of customer service. This position reports to the Nutrition Services Director.

Essential Job Functions:

- **Utilizes** district's menu planning system for menu planning, nutrient analysis, standardization of recipes and menu production.
- **Supervises** the daily planning, cooking and transporting of food to serve other district locations and/or buildings.
- **Collaborates** with the Nutrition Services Director to develop and implement food service program improvements and innovations both district-wide and site specific.
- **Possess expertise** in district's point-of-sale system.
- **Possess computer skills** necessary for use of spreadsheets, databases, food service software, email, inventory, and order processing.
- **Actively seeks out** professional development opportunities by attending workshops, seminars, and site visits.
- **Provides** catering and special event services as requested.
- **Supports** other schools by providing meals or other foods as needed.
- **Maintain** regular and predictable attendance, is ontime for assignments and fulfill the essential functions of the position with or without reasonable accommodations.
- **Compiles and places** large volume, complex orders for necessary food and supplies needed for smooth and efficient operation. Maintains inventories of food, condiments and supplies.
- **Plans, supervises and participates** in the preparation and serving of food in accordance with the planned menu and using approved standardized recipes.
- **Assists** in menu planning and recipe development in cooperation with the Nutrition Services Director.
- **Coordinates** complex and high volume production activities in order to ensure completion of food services at specified times.
- **Possess** strong leadership skills to successfully direct a large staff and a high volume operation. Plans and coordinates all kitchen employee duties for efficient production.
- **Trains and oversees** staff in performing their duties using appropriate food handling practices and ensuring healthy, high quality food.

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- **Inspects** deliveries of food items and/or supplies to verify quantities and qualities of items received and that delivery procedures comply with mandated health requirements.
- **Responsible** for completing and maintaining appropriate reports and documentation both for a complex food service operation involving a high volume of multiple food choices in order to comply with federal, state, and district requirements.
- **Estimates** food preparation amounts to meet projected meal requirements and minimize waste.
- **Cultivates** a working environment that fosters teamwork and communication.
- **Provides** quality customer service that treats students and staff in a professional and friendly manner.
- **Reports** equipment malfunctions to Custodian, Operations Director or Nutrition Services Director. Enters equipment malfunctions into the electronic work order system.
- **Attends** regularly scheduled staff meetings to review menus and collaborate with peers.
- **Ability** to perform the duties of all subordinate food service positions when necessary.
- **Maintains** high standards of personal hygiene. Practices appropriate food service standards of dress, including closed toe shoes.
- **Complies** with Oregon Food Code and HACCP protocol. Follows hand washing protocol, and wearing of single use gloves when handling food.
- **Markets** program so as to maximize student participation while controlling expenditures.
- **Ability** to complete other duties as assigned, if needed.

Other Job Functions:

- **Serves** as a positive role model through appearance, personal neatness, personal habits and integrity.
- **Provides** input to Nutrition Services Director for evaluation of kitchen staff.
- **Responds** to inquiries from students, staff and public regarding food service operations.
- **Cleans** utensils, equipment, food storage containers, preparation and serving areas to maintain sanitary conditions.

Experience Required: A minimum of three years' experience supervising successful food preparation in large quantities, menu planning, and operation and care of commercial kitchen equipment.

Skills, Knowledge and/or Abilities Required:

- Ability to perform basic mathematical calculations; may complete daily accounting of sales and follow District bookkeeping/cash accounting standards.

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- Use standard office equipment including computers and required software programs.
- Communicate effectively by interacting with administrators, colleagues, building staff, community members, administrators, and all students and parents in a respectful and trustworthy manner.
- Maintain confidentiality.
- Understand and carry out oral and written instructions.
- Ability to make sound independent decisions.
- Ability to operate and train others in the district's point of sale system.
- Knowledge of and experience with mass ordering of food commodities.
- Knowledge of food safety requirements.
- Knowledge of inventory management systems.
- Ability to work well with others from diverse backgrounds.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to problem solve and maintain a growth mindset.
- Work cooperatively with other Nutrition Services and district personnel.
- Bilingual ability in English and Spanish preferred.

Education Required: High School diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; successful completion of district-required drug screening and pre-employment physical assessment; valid Food Handler Permit; valid driver's license; completion of mandatory training.

Physical Requirements:

1. In a typical day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

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5. Lifting:
- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - {x} Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Employee Acknowledgement:

"I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations."

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Supervisor Signature: _____

Date: _____

Supervisor Printed Name: _____