

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Head Cook
Reports To:	Food Service Supervisor
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	Provide nutritional school meals and promote health and wellness of District students and staff.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Two years of experience in food preparation, service and basic knowledge of food safety preferred. 3. Successful completion of a valid Ohio Department of Health Manager Certification required by State and Local Health Departments. 4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 5. Good attendance record. 6. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, food service areas, and appropriate areas of school and District property and facilities. 2. Effective communication and interpersonal skills. Maintains confidentiality of privileged information. 3. Able to operate the food preparation and lunch room areas and related supplies and equipment. 4. Able to check deliveries, verify quantities, report shortages, spoilage, or inferior products, and organize, store, date, and rotate stock. 5. Able to lift up to 40 pounds, and stand for extended periods of time. 6. Able to work professionally with students, parents, teachers, administrators, school staff, and the community. 7. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. Promptly reports all injuries that require medical attention to a supervisor. 8. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Operate Child Nutrition and School Food Service Program in accordance with District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Ohio Standards for School Lunch and Breakfast Programs, and the provisions of State and Federal law. 2. * Maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Richland County Health Department, the National School Lunch and Breakfast Program. 3. * Operate Point-of-Sale (POS), vending machine functions, and storage of food products and commodities. 4. Manage food preparation activities. Ensure the equitable distribution of workloads and extra assignments. 5. Provide supervision, training and scheduling input to food service staff. 6. Provide supervisor with assessment of staff performance as needed. 7. Provide appropriate nutrition/food services and support for special needs students in accordance with Individualized Education Plans (IEPs), food allergy action plan, and/or other District authorized 	

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- accommodation plan.
- 8. Complete paperwork accurately. Verify and correctly enter data in computer. Place orders as needed in a timely manner.
- 9. * Collect necessary data, maintain records, and prepare reports for services provided through Nutrition/School Food Service Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.
- 10. * Operate and regulate food preparation and cashier equipment as directed.
- 11. Collect and prepare food supplies and ingredients for the prescribed menu/food selection.
- 12. Track, monitor, and record necessary data for food storage and preparation on daily logs.
- 13. Properly account for all meals. Oversee the accurate and proper submission of daily bank deposits and records.
- 14. * Clean and sanitize food storage areas, food preparation and serving areas, as well as related equipment, utensils, and materials.
- 15. * Prepare daily deposits and maintain accurate financial records.
- 16. Check all equipment and notify Food Service Supervisor if service is needed.
- 17. * Take all necessary precautions to protect students, staff, equipment, materials, and facilities.
- 18. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff and the community.
- 19. Incorporate sales and marketing promotions for the Nutrition/Food Services Program and related District health and wellness initiatives.
- 20. Keep up-to-date and knowledgeable of child nutrition/school food service issues and health and safety-related matters.
- 21. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
- 22. Respond to specific requests from the Supervisor/Principal on matters affecting the school food service program, health and wellness initiatives, and building operation.

Other Professional Expectations:

- 1. Serve as a role model for students & food service staff in how to conduct themselves as citizens and as responsible human beings.
- 2. Demonstrate a belief in and practice ethical principles and democratic values.
- 3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.
- 4. Perform other job functions as assigned by the Superintendent.

Additional Working Conditions:

- 1. Occasional travel and/or evening/weekend work.
- 2. Occasional exposure to blood, bodily fluids, and tissue.
- 3. Occasional operation of a vehicle under inclement weather conditions.
- 4. Occasional interaction among unruly individuals.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.

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I have received and read this job description and fully understand the requirements set forth therein.

Employee's Signature

Date

Supervisor's Signature

Date

The Madison Local School District is an equal opportunity employer.