

**SUPPORT STAFF POSITIONS
(FOOD SERVICE PERSONNEL/HEAD COOK)**

QUALIFICATIONS

1. Can read and understand recipes and menus.
2. Can prepare proper amounts of food for meals with various portion sizes.
3. Has experience as a cook.
4. Can correctly assemble, operate, disassemble, and clean all food service equipment needed to perform duties.
5. Be in good health and physically able to perform duties.
6. Successfully completes two years of certification school within three years of employment at this position.

RESPONSIBILITIES

1. Implements and understands portion control.
 2. Accurately counts and figures proper servings and total amount of food to prepare and amounts to send out.
 3. Records all food used listing purchased food and commodities separately.
 4. Maintains perpetual inventory book.
 5. Prepares appetizing and tasty food.
 6. Keeps work area and equipment clean.
 7. Comprehends new food trends in areas of preparation.
 8. Communicates with manager, faculty, staff, and students. Cooperates with fellow workers.
 9. Follows state and local health regulations.
 10. Has basic knowledge of equipment maintenance.
 11. Follows the policy handbook as published by the school district.
 12. Assumes other duties that may be assigned.
 13. Understands and follows the proper handling and storage of food.
- * Head cook is directly supervised by manager and supervises assistant cook.