

**INGHAM COUNTY
JOB DESCRIPTION**

HEAD COOK - YOUTH CENTER

General Summary :

Under the supervision of the Youth Center Director, prepares all menu plans for the Youth Center which meet standards and guidelines. Reviews vendor price lists and orders food in quantities sufficient to meet menu plans. Regularly performs all of the functions of a Cook. Supervises residents assigned to the kitchen.

Essential Functions :

1. Oversees residents assigned to the kitchen. Responsible for safety procedures and related training of kitchen staff.
2. Prepares menu plans which meet Department of Education guidelines and County budget requirements for quantities, nutrition, calories and other requirements. Changes the four-week menu cycle twice each year.
3. Regularly performs all of the functions of a Cook.
4. Reviews menu plans to determine types and quantities of foodstuffs necessary for meals. Reviews vendor price lists and orders food items. Communicates with vendors, federal government and other potential providers of food and supplies. Checks food upon delivery.
5. Maintains records on residents with special dietary needs and ensures that meals are prepared in accordance with medical recommendations.
6. Maintains an ongoing inventory of food supplies in storage, coolers and freezers. Puts away and rotates stock.
7. Evaluates and recommends changes to food service policies and recommends revisions to procedures related to food storage, preparation and service as appropriate. Ensures compliance with procedures and that all food service workers are updated on changes in policies and procedures.
8. Assists and responds to inquiries of food inspectors, and ensures compliance with state and federal regulations regarding food preparation, service and storage.
9. Recommends purchases of new supplies, equipment and other resources. Reviews all invoices for food items received and compares to orders, received items, and quoted costs.
10. Ensures proper sanitation of all food service areas and equipment. Ensures proper security of knives and other sharp objects.

11. Plans menu changes or adds new food items to be included within the weekly menu cycle due to out-of-stock items, failure of stock to arrive, or other exigency.
12. Maintains records of daily meal census and related records.

Other Functions :

13. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or its equivalent. Prefer additional coursework in food service management and nutrition.

Experience: Two years of experience in institutional cooking providing experience with food preparation and service, nutritional requirements, sanitation requirements, and therapeutic diets.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to lift and move to oven or counter trays of food or cartons of food weighing up to 25 lbs.

Reaching for food supplies in storage, cooler and freezer.

Reaching, bending and stooping to inspect food items and food services equipment.

Bending to place and remove pans of food from oven.

Working Conditions:

Works with oven, freezer, blenders, slicers and various pieces of kitchen equipment.

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Exposure to hot stove, hot trays of food, hot water and steam.

Works with sharp knives and other utensils.

Works with Youth Center residents.

Exposure to chemical cleaning products.

