

Institute of Community Services, Inc.  
Job Description

Job Title: Head Cook  
Classification: Non-Exempt  
Working Hours: 8:00 a.m. - 3:00 p.m.  
Working Weeks: 35 Weeks

I. General Description

The head cook provides for the preparation and serving of breakfast, lunch, and snack meals to children enrolled in the Head Start Center and in a safe and sanitary food service environment. The head cook maintains food service records for the three (3) fiscal years as required by law and oversees the food service operation in the Head Start Center.

II. Specific Duties

1. Makes requests for foods and supplies.
2. Receives and signs for all deliveries
3. Prepares food according to menus, state and local codes, center schedules, and number of children and adults to be served.
4. Makes menu substitutions when needed.
5. Serves meals on time.
6. Maintains adequate inventory
7. Maintains proper storage of the foods, supplies, and equipment.
8. Provides food for children with special needs.
9. Maintains daily food production records in the menu book.
10. Keeps accurate daily counts on all meals served.
11. Submits report to the Nutrition office as required.
12. Maintains records on file for three (3) fiscal years.
13. Maintains safety procedures in the kitchen.
14. Maintains cleanliness and sanitation in the kitchen and storeroom.
15. Keeps daily temperature logs.
16. Recruits volunteers and in-kind contributions.

III. Supervisory Control

The head cook is responsible to the center administration for center operations and to the Nutrition Director for food service operations. The head cook schedules the work of the cook assistants, adheres to all health department regulations, Child Care Food Program regulations, and Head Start performance standards. The head cook is monitored at least twice in an evaluation period by the nutrition coordinator and is evaluated annually by the center director.