

Diocese of Gaylord
Job Description
School Head Cook

Status: Non-Exempt

Reports to: Principal

Date Revised: 9-1-08

Primary Function:

Is responsible to plan, prepare, and serve school lunches that conform to the meal requirements of the US Department of Agriculture

Major Areas of Responsibility:

- Plan, prepare and serve school lunches
- Ordering, purchasing and storing of food and other supplies
- Record keeping of all transactions supplies and money

Specific Responsibilities:

- Must be able to makes recipes in quantities to match to number of students
- Must keep the kitchen area clean according to Health Department code
- Will be responsible for supervision of paid and unpaid staff.
- Must be able to pass the ServSafe test and implement the same in kitchen
- Performs other responsibilities as assigned

Qualifications:

Should have at least 3 years experience in institutional food preparation and be able to supervise other employees. Must be ServSafe qualified. Must be able to past a criminal background check. Have knowledge of and be able to keep records and understand financial records. Has an understanding of the Catholic faith.

Employee _____ Date _____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Diocese of Gaylord Performance Appraisal Form School Head Cook

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: School Head Cook

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

1. Plan, prepare and serve school lunches. Meets _____ Needs Improvement _____
2. Order, purchase and proper storing of food and supplies Meets _____ Needs Improvement _____
3. Keep records of all transactions of money and supplies Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the School Head Cook:

Specific Responsibilities

1. Must be able to make recipes in correct quantities to match the number of students.
Meets _____ Needs Improvement _____
2. Must be able to keep the kitchen area clean according to Health Department Codes.
Meets _____ Needs Improvement _____
3. Will be responsible for supervision of paid and unpaid staff
Meets _____ Needs Improvement _____
4. Must be able to pass the ServSafe test and implement the same in the Kitchen
Meets _____ Needs Improvement _____
5. Performs other responsibilities as assigned.
Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the School Head Cook:

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Employee Comments:

Employee

Date

October 2008