

Employee: \_\_\_\_\_

## **Semcac Job Description**

**Job Title:** Head Cook  
**Department:** Senior Nutrition  
**Reports To:** Program Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** D. Betthauser,  
**Prepared Date:** 5/1/99  
**Reviewed Date:** 12/25/10, 10/11  
**Revised Date:** 3/9/13, 4/ 2/15, 5/9/18  
**Approved By:** Nancy Runningen, Pat Georgens  
**Approved Date:** 5/11/99, 12/25/10, 3/27/13,4/2/15, 5/11/18

### **SUMMARY**

Supervises, coordinates, and participates in the preparation, service, and clean-up activities of cooks and other kitchen personnel engaged in food service at the Senior Nutrition Kitchen by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned, as required by the ever changing environment of food service.

Estimates food and supply needs, reviews inventory, and purchases according to established procedures.

Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications.

Use predetermined menu, menu comments and recipes, to prepare/cook foods.

Supervises and directs personnel engaged in preparing, cooking, and serving menu items, and clean-up to assure the food is properly prepared, served on time, and that the kitchen is maintained in a clean orderly manner. Participates equally in performing these tasks.

Documents above and below standard performance and prepares and conducts performance reviews for subordinate food service staff.

Portions cooked foods and/or gives instructions to workers as to size of portions and methods of meal service.

Maintains records and appropriate paperwork.

Enforce local, state, and federal health, safety, and sanitation regulations.

Works collaboratively with program staff and community partners in catering events.

Attends and participates in scheduled staff meetings and trainings to maintain food service certification and stay abreast of food service and program changes.

### **SUPERVISORY RESPONSIBILITIES**

Head Cook directly supervises 2-3 employees at the kitchen site. Volunteers and/or Experience Works staff may also be assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training and evaluating performances of employees and volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TECHNOLOGY**

Must be able to learn and use on-line food ordering software and agency time keeping software, Employee Web Service (EWS).

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) plus specific food service course requirements and certificate; and one year related experience and/or training ; or equivalent combination of education and experience.

## **ACCOUNTABILITY**

The person in this position will be expected to have a pleasant demeanor, a positive attitude, and a team commitment. The employee is accountable to the Program Manager for completion of assignments, high standards of accuracy cleanliness and safety, attention to detail, and timely completion of assignments and tasks.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to staff, volunteers, vendors, and repair/maintenance persons both in person and on the phone.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute ratios and percents.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Food Service Management Certification

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands and fingers to manipulate food, utensils, and equipment; talk, hear, taste, see and smell. The employee is frequently required to walk, push a cart, and lift . The employee is occasionally required to sit; reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 lbs.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme heat, hazardous chemicals, and dangerous equipment (i.e. meat slicers, knives, mixers and grinders). The noise level in the work environment is usually moderate. There is occasionally weekend or evening work required.

SEMCAC RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

SEMCAC IS AN EQUAL OPPORTUNITY EMPLOYER.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodations, the activities described in the job description?

Please check one:  Yes  No

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Employee Signature

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Date

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Supervisor's Signature

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Date

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Director's Signature

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Date