

Zachary Community School Board

Position Description

TITLE: Technician II (Head Cook), Child Nutrition Program

REPORTS TO: Manager, Child Nutrition Program

GENERAL RESPONSIBILITIES:

Performs all necessary duties involved in the preparation and service of school meals and the cleaning and sanitation of the job site.

PERFORMANCE RESPONSIBILITIES:

- A. Practices correct sanitation procedures in the preparation of food, the service of food, cleaning of the facility, using and sanitizing equipment, and personal grooming to assure that sanitation standards are met.
 - Follows approved standards of sanitation for personal grooming habits only in the restroom.
 - Maintains recommended levels of chemicals used to sanitize utensils, dishes, pots/pans, food preparation equipment, dishcloths, serving counters and tables.
 - Follows work schedules required to clean and sanitize utensils, equipment and the physical facility.
 - Prepares and serves food according to approved standards of sanitation.
 - Follows established procedures to maintain an effective insect and rodent control system.
 - Follows sanitation procedures as directed by the manager.

- B. Follows the manager's instructions in food preparation.
 - Follows the assigned production schedule.
 - Organizes tasks when assembling food, supplies and utensils necessary to prepare recipes.
 - Uses efficient work techniques.
 - Uses all equipment correctly.
 - Uses correct utensils for food preparation.
 - Evaluates food quality during preparation and service using both subjective and objective indications.
 - Use correct thawing methods.

- C. Follows the manager's instructions in portioning, garnishing and serving meals.
 - Follow meal pattern requirements in serving student and adult meals.
 - Uses correct utensils and serves correct portions of food in appropriate dishes with appropriate garnishes and in an attractive manner.
 - Follow standards to check temperature of food and equipment.
 - Counts portions needed and accurately reports amount of food used, leftover food and milk by category to the manager.
 - Inspects returned trays of food to assess the amount of food eaten versus waste and reports any concerns as assigned.

- D. Maintains required forms and records as assigned by the manager.
 - Assists with withdrawals, inventories, plate count, leftover food lists, temperature logs etc. as directed by the manager.
 - Accurately completes required forms.
- E. Participates in implementing cost containment measures while maintaining quality.
 - Minimizes food and supply waste by following recipes and cooking at recommended temperatures.
 - Utilizes work simplification measures.
 - Collapses corrugated cardboard boxes, rinses/bags tin cans and deposits cardboard and cans in appropriate receptacles for recycling at designated times.
- F. Demonstrates the ability to work with school community.
 - Relates and communicates positively with students, co-workers, school staff and parents creating good feelings about the Child Nutrition Program department. -
 - Accepts special assignments when necessary.
 - Willing to assist co-workers when assigned tasks are completed.
 - Adapts and willingly accepts changes in routine.
 - Displays initiative and enthusiasm about the job.
 - Maintains self-control over emotions.
 - Displays loyalty to the school and immediate supervisor.
 - Displays integrity, (honesty and dependability).
- G. Follows procedures in personnel matters including grievance, leave, etc.
 - Follows school and departmental regulations.
 - Performs responsibilities and uses correct lines of communication within the school and school district.
 - Discusses complaints using correct chain of command, beginning with the manager.
- H. Follows procedures for personal habits.
 - Wears approved uniform of the day that is clean, neat, and free of rips, tears, discoloration, and stains. Scrubs are Landau brand with Zachary Logo on shirt. Colors rotate by the day of week as follows:
 - Monday – Royal Blue
 - Tuesday – Hunter Green
 - Wednesday – Burgundy
 - Thursday – Purple
 - Friday – May wear Khaki scrubs with Zachary logo on shirt or Spirit Day wear, including approved spirit shirt, jeans that are full length, no capris, no rips, no tears, no discoloration or stains, no chains or studs.
 - Wears closed-toe, skid resistant shoes with stockings or socks.
 - Keeps fingernails short and free of polish and no false nails while on duty.
 - Wears hair restraint during food preparation and serving.
 - Jewelry restricted to a smooth wedding band and watch. No pins / earrings, etc.
- I. Promotes special school and community activities consistent with board policy.
 - Recognizes the importance and role of special activities as a public relations tool.

- Participates in the preparation and service of special meal functions.
- J. Follows standards of safety in preparing, storing and serving food.
- Performs basic first aid techniques in an emergency.
 - Operates and cleans equipment according to procedures.
 - Uses, cleans and stores knives and small/large equipment items according to procedures.
 - Knows how and is able to operate fire extinguisher.
 - Reports accidents and potential safety hazards to the manager or immediate supervisor.
- K. Displays willingness to upgrade job knowledge and skills.
- Attends and participates in job-related training.
 - Applies knowledge and/or skills obtained from in-service training to performance on the job.
 - Relates training to personal health and job responsibilities.
 - Participates in job-related professional activities in the School Food Service Association.
- L. Communicates with manager, co-workers, students, parents, teachers, principals and others conducting business at the school.
- Gives and receives information.
 - Understands and interprets written and verbal instructions.
 - Determines when an independent decision can be made.
- M. Maintains organization and cleanliness in all areas.
- Cleans inside of refrigerators, freezers and milk boxes regularly.
 - Cleans windows, walls, shelving, tables, chairs, bins, equipment, etc.
 - Mops and waxes floors in the kitchen and dining room.
 - Stacks cases of goods in dry or refrigerated storage area as designed by the manager.
 - Marks day, date, price of food on cases, cans or boxes. Withdraws food as directed. Places cans of food on shelves as needed.
 - Scrapes plates, runs dish machine, empties garbage and trash containers.
 - Keeps work area (including drawers, shelves, tops of tables and equipment) organized and uncluttered.

ESSENTIAL FUNCTIONS:

Minimum requirement as identified by the Americans with Disabilities Act.

COMMUNICATION SKILLS:

The Child Nutrition Program Technician II (Head Cook) must be able to communicate in English both orally and in writing. Must be able to communicate successfully with the Child Nutrition Program Manager. Must be able to accurately compile data, analyze and summarize information and provide.

EQUIPMENT USED:

The Technician II must have the knowledge and ability to assemble, operate and clean the following equipment: choppers, computers, dishwashers, dryer, floor buffers, freezers, frozen drink machines, mixers, ovens, range/cook tops, refrigerators (walk-in and reach-in), serving lines, slicers, soft serve machines, steam pressure cooker, steam tables, telephone, warming cabinets, and washing machines.

PHYSICAL VISUAL INVOLVEMENT:

The Technician II (head cook) is required to work in an environment that may include exposure to or contact with the following: potentially dangerous equipment, heat, humidity, drastic changes in temperature especially when entering and exiting walk-in refrigerators and freezers, hard floors, high noise levels, water, detergents, sanitizing agents, strong odors, such as cleaning materials and onions.

The Technician II must have the ability to lift and carry cans, bowls, pans, and cases up to 25 pounds without assistance and up to 50 pounds with assistance.

The Technician II must be able to walk or stand up to 6 ³/₄ hours per day, push or pull equipment such as food carts and mop buckets, reach above head when placing pans on shelves in ovens, refrigerators, storerooms, and cleaning overhead equipment.

The Technician II must have the ability to sweep, mop and apply wax to kitchen and dining room floors, forward bend or squat when lifting bowls, pans, or cases or using mop, wringers or dustpans, squeeze a scoop for the duration of the lunch period or in preparation of cookies and meatballs requiring manual finger and hand dexterity, forward bend to wash institution size pots and pans in deep, three compartment sinks.

Must have sufficient visual acuity to be able to work with computer monitors, read and interpret recipes.

MENTAL INVOLVEMENT:

Must possess sufficient interpersonal skills to function compatibly with others. Must respond positively to supervision and to accept suggestions for improvement. Must have the ability to read, understand and interpret written and verbal instructions from the manager. Complete simple math problems involving addition, subtraction, multiplication and division. Exchange currency. Extend recipes and follow written instructions. Enter data on a computer.

HUMAN RELATIONS:

Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill. Must be able to respond appropriately to supervision and accept recommendations and suggestions for improvement. Must be able to share information, food items, equipment and supplies.

Must supervise other employees as directed by the manager.

Must work closely with employees and students of multi-cultural background and work with students possessing limited physical or mental abilities. Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

QUALIFICATIONS:

A high school diploma is preferred or a GED. Quantity foodservice experience preferred.

TERMS OF EMPLOYMENT:

The Technician II (Head Cook) is a nine (9) month employee, that works seven and one-half hours per day including a half hour lunch break as scheduled by the manager. The employee is to report to work and leave at the designated times. The employee is to observe time limits on breaks and use the telephone for emergencies and only when necessary. Cell phones and ear-buds are prohibited, must NOT be used during work hours and must be left secured in the car or locker if brought to work. Upon the successful completion of the Child Nutrition Program Phase I, II, and II Manager Training Program and Exam, the Louisiana State Department of Education Child Nutrition Program Training Program and Exams, and 2 years experience in quantity food preparation, the Technician II would be eligible for consideration for a Child Nutrition Program Manager's position.

SALARY:

School Food Service Salary Schedule: FS-9

EVALUATION:

This position shall be evaluated in accordance with the Zachary Community Schools' Personnel Accountability Plan.

Signature

Date

Print Name