

NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

Business Operations

**POSITION CODE: 9400
NONCERTIFIED**

TITLE: HEAD COOK

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience in cafeteria food service as determined by the board
3. Knowledge of the principles of food management, nutrition, sanitation and applicable safety regulations
4. Ability to perform simple bookkeeping and inventory procedures
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment(if a regular district employee)

REPORTS TO: Director of Food Services / School Business Administrator

SUPERVISES: Kitchen and Cafeteria Workers as assigned

JOB GOAL:

To prepare and serve attractive and nutritious meals for students and staff, and coordinate the work related activities in the school kitchen and cafeteria.

PERFORMANCE RESPONSIBILITIES:

Kitchen and food operations

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Supervises the preparation of the daily school meals according to a planned menu and to standards set forth by the appropriate state/federal agency and the district's food service department.
3. Supervises the daily cleaning of all kitchen equipment and utensils and the sanitary condition of the food preparation and serving areas.
4. Confers with the supervisor on all matters related to the food service operation.
5. Maintains good, friendly relations with other school staff and with lunchroom customers.

Financial and inventory responsibilities

1. Processes all delivery receipts, bank deposits, payrolls, and daily sales records as directed.
2. Orders all necessary supplies and maintains a monthly inventory.
3. Assumes responsibility for the security of food and supplies.

Other

1. Reports immediately to the Director of Food Services any problem or accident occurring in the kitchen or cafeteria area.
2. Performs other related activities as assigned.

HAMILTON TOWNSHIP SCHOOL DISTRICT

HEAD COOK (continued)

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board of education.

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:33-4	School lunch; availability to all children
<u>N.J.A.C.</u> 2:36	Child nutrition
<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.