

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business Operations

**POSITION CODE: 9400
NONCERTIFIED**

TITLE: LEAD 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 / Head Cook

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. Coordinates / prepares 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, including portion sizes.
2. Responsible for ensuring an adequate quantity of food is prepared, following recipes, for each lunch line, and ensures the lines move efficiently.
3. Maintains all temperature logs and production records, including review of production sheets to ensure portions are correct.
4. Completes the monthly written inventory of all food, paper and commodity items.
5. Responsible for weekly ordering of all food and supplies.
6. Ability to operate all foodservice equipment. Reports any needed repairs to the supervisor.
7. Monitors / performs daily cleaning of all kitchen equipment and utensils and the sanitary condition of the food preparation and serving areas.
8. Operates the Point of Sale System and is knowledgeable of the various prices.
9. Monitor the free & reduced student list for discrepancies.
10. Reviews daily deposit to ensure it is complete and accurate. Ensures it is picked up by the courier.
11. Encourage and promote the Child Nutrition Program.
12. Confers with the supervisor on all matters related to the food service operation.
13. Maintains good, friendly relations with other school staff and with lunchroom customers.

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LEAD COOK

Other

1. Reports immediately to the Head Cook and/or Director of Food Services any problem or accident occurring in the kitchen or cafeteria area.
2. Attend all scheduled meetings and trainings.
3. Performs other related activities as assigned.

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.