



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

- TITLE:** Head Cook-District School Nutrition Director/Supervisor
- POSITION:** Confidential Employee
- MINIMUM QUALIFICATIONS:** Possess a thorough knowledge of food service operations, techniques, equipment, materials and supplies. Have the ability to plan, prepare and serve food for students and faculty. Have the ability to plan and assign work to cafeteria workers.
- REPORTS TO:** Superintendent & Building Principal
- SUPERVISES:** All cafeteria workers in the district
- JOB SUMMARY:** The Head Cook works under the direction of the Superintendent and Building Principal: provides support and is directly responsible for the efficient operation of the cafeteria to provide attractive, nutritious meals and maintain an efficient, business-like food services program. The District School Nutrition Director/Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutritional professional shall partner with others in the school district and community to solicit support for the development of a sound nutritional assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

JOB DUTIES AND RESPONSIBILITIES:

Performs duties assigned by the Building Principal and:

- Is responsible for the dietary, sanitary, and environmental conditions in the cafeteria.
- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment
- Plans cost effective menus that maintain nutrition integrity and meet all guidelines. Orders the supplies and keeps an inventory of supplies and equipment.
- Is responsible for the efficient, economical operation of the kitchen and trains cafeteria workers accordingly. Supervises and evaluates food service staff.

- Maintains a high standard of personal cleanliness and good grooming, and sees that other cafeteria workers do the same.
- Actively works as one of the cooks.
- Along with building administrators, supervises the other cafeteria employees.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Attends requested in-service sessions.
- Complies with all State and Federal regulations. Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Will be responsible for cleaning and disposal of body fluids as directed.
- Develops and integrates employee safety regulations. Into all phases of the school foodservice operation.
- Implements a cost-effective procurement system. Develops purchasing guidelines to ensure purchased food and supplies reflect productive knowledge, customer preferences, district needs, policies, and nutritional objectives.
- Performs such other duties as the Building Principal or Superintendent may assign and performs and directs job related proficiency with the highest ethical integrity.

EVALUATED BY: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Nonprofessional Personnel.

TERMS OF EMPLOYMENT: Number of days worked per school year shall depend on the number of days breakfast/lunch is served each week, and as the Superintendent directs.

REVIEWED AND AGREED TO BY: _____

DATE: _____