



## **A-C Central Community Unit School District No.262**

501 W. Buchanan St. / P.O. Box 260, Ashland, IL 62612

Phone: (217) 476-8112

# **Head Cook - A-C Central MS-HS for the 2017-18 school year**

### **Qualifications:**

High School diploma or GED, valid Illinois Driver's License. 1-3 months related experience and/or training (or equivalent combination of education/experience). Functional math skills. Ability to write routine reports and correspondence and effectively present information in one on one and small group situations to students and other employees of the organization. Must maintain positive relationships with students, maintain confidentiality, staff and parents always behaving in a professional and courteous manner. Reasonable accommodations may be made as necessary.

### **Summary:**

Prepare and serve food to students and staff while following nutritional guidelines set forth by the appropriate state and federal agencies, and maintain the kitchen and serving areas to the necessary health code guidelines.

### **Essential Functions:**

1. Assist in the daily preparation of food
2. Assist in the cleanup of all areas including changing the grease in the fryers at least once per week.
3. Maintain the kitchen to the standards of the health department,
4. Insure the menus are aligned with state and federal nutritional guidelines.
5. Place weekly orders for food and supplies within budgetary limitations.
6. Supervise coordinate activities of other kitchen/cafeteria staff.
7. Maintain records and inventory as required for state, federal, and school kitchen/cafeteria requirements.
8. Investigate and resolve food quality and service complaints.

### **Other Skills and Abilities:**

1. Must possess the ability to safely operate all kitchen machines, tools, equipment, and work aids.
2. Must possess the ability to carry out instructions, both written and verbal.
3. Employee is regularly required to stand, walk, use hands to finger, handle and manipulate objects, tools, and control; reach with hands and arms; talk and hear; and taste and smell.
4. The employee must occasionally lift and move up to 50 pounds, up to 25 pounds frequently, and up to 20 pounds regularly.

### **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 this job the employee occasionally works near moving mechanical parts, is subject to extreme changes in temperature; cold and heat, and the noise level is moderate to occasionally high.

### **Terms of Employment:**

Nine (9) months per year. As per Collective Bargaining Agreement.