

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Co-Director of Food Service / Head Cook (Occupation Code 313-131-018)

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Cafeteria  
**LOCATION:** Plymouth Community School Corp.  
**REPORTS TO:** Assistant Superintendent  
**LENGTH OF WORK:** 190 to 205 days / year

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**JOB GOALS:** Supervises and coordinates activities of workers engaged in preparing, cooking, and serving food in school cafeteria, cafeterias, or central school district kitchen either personally or through subordinate supervisors.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Estimates daily or weekly needs and oversee order for food supplies and equipment.
2. Plans varied menus to insure that food is appetizing and nutritionally suitable for children.
3. Inspects food and food preparation to maintain quality standards and sanitation regulations as required by USDA guidelines. Supervises and coordinates activities of workers who prepare, cook, serve food, clean premises, and wash dishes, in all corporation buildings.
4. Oversees and monitors daily record of meals served and takes inventory of supplies and equipment.
5. Investigates and resolves food quality and service complaints.
6. Reviews financial transactions and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.
7. Directs and assists in preparation, serving, and cleanup on a daily basis.
8. See the food is served properly
9. Coordinate with other buildings served.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises 5 to 30 employees in the food service department. Carries out supervisory responsibilities in accordance with the school's and USDA policies and applicable laws. Responsibilities include chairing the interview committee for hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, and individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A.) in Home Economics from four-year college or university; or four or more years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from principal and assistant principal, faculty, parents, school board, and the general public.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

Ability to operate all school cafeteria food preparation equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk, hear and taste or smell. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

The employee is subject to extreme changes in temperature; cold and heat.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 6/10/03*