

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Building Head Cook
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy - Cafeteria
REPORTS TO:	Director of Food Service
LENGTH OF WORK:	6:30 a.m. to 1:45 p.m.

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

1. Assist in preparation of food for the day.
2. Assist in cleaning up all areas.
3. Do whatever can be done for the next day.
4. See that food is served properly.
5. Estimate daily or weekly needs of food supplies and equipment and notify Director of Food Service.
6. Inspects food and food preparation to maintain quality standards and sanitation regulations as required by USDA guidelines.
7. Supervise and coordinate activities of workers who prepare, cook, serve food, clean premises, and wash dishes.
8. Keeps daily record of meals served and takes inventory of supplies and equipment.
9. Investigate and resolve food quality and service complaints.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months 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 and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to faculty, students, and other employees of the school.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to work with all kitchen machines, tools, equipment, and work aids.

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 regularly required to stand; walk; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds, up to 25 pounds frequently, and up to 20 pounds constantly. 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

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

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Nine months a year. Salary and benefits as per Classified Policy.

EVALUATION:

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

Revised 1/19/01