

**Hutchinson Public Schools**  
**Job Description**

**Job Title:** Head Cook  
**Department:** Nutrition Services  
**Reports To:** Kitchen Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources, December 12, 2001  
**Approved By:** Board of Education, June 24, 2002  
**Reviewed/updated:** November 4, 2009, May 12, 2011, October 12, 2016, June 2, 2021, May 6, 2024

**SUMMARY**

Responsible for leading and carrying out the duties of preparing menu items and service of meals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following: Other duties as assigned.

- Be responsible for the preparation of menu items as assigned to be served in given quantities at a stated time, following the standardized recipes.
- Properly rework leftovers under direction of manager
- Keep accurate production & sanitation records
- Follow the work schedule
- Apply basic principles of quantity food cookery and know how to use the equipment.
- Weigh and measure food ingredients accurately using a standardized recipe.
- Adjust recipes for quantity, per direction from manager.
- Determine quantities of menu items to be transported to satellite kitchens daily.
- Batch cook foods during serving times ensuring proper quantity of food is maintained during the serving time.
- Help with serving during the specified serving times using portion control standards
- Wash and sanitize equipment used in food preparation and storage
- Inform manager on a weekly basis of supplies/food needed.
- Keep department area clean.
- Understand the components of the school meal pattern.
- Follow current food code regulations and HACCP Procedures.
- Help with any phase of kitchen operations as assigned
- Earn food safety basics training certificate and renew every 2 years.
- Communicate effectively with satellite kitchens
- Attend at least 6 hours of continuing education every year

**SUPERVISORY RESPONSIBILITIES**

Head cook will supervise the food service assistant. When the manager is absent, the head cook may have the responsibility of supervising the entire kitchen as directed by the manager.

**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.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

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 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.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**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 occasionally required to walk, climb or balance, stoop, kneel, crouch or crawl, taste or smell and frequently required to reach with hands and arms, stand, use hands to finger, handle or feel, and talk or hear. The employee is occasionally required to lift weight up to 10 pounds and frequently required to lift 25 to 50 pounds. Close vision is needed.

**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 may occasionally be required to work near moving mechanical parts, in high precarious places, around fumes or airborne particles, or near toxic or caustic chemicals. The employee may be exposed to wet or humid conditions, outdoor weather conditions, extreme cold or heat, with risk of electrical shock. The noise level in the work environment is usually moderate.

**ACKNOWLEDGMENT**

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_