

HEAD COOK

The Brunswick R-II School District is accepting applications for the position of head cook beginning January 4, 2023.

Hours will be Monday-Friday from 6:00 a.m. to 2:30 p.m. (following the school calendar). This is a 9-month position with full benefits and a competitive wage. On the job training will be provided.

Applications are available at www.brunswick.k12.mo.us. Please mail application to: Superintendent Cara Engelbrecht, 1008 County Road, Brunswick, MO 65236.

The Brunswick R-II School District provides equal opportunities for employment, promotion and education without regard to sex, age, color, creed, national origin or disability.

TITLE: Head Cook

QUALIFICATIONS: This person must be organized, able to utilize the computer database program used by the district, knowledgeable of food preparation and nutrition, and be clean and friendly. They must have appropriate technology skills and/or the willingness to attend training to acquire these. They must be able to lift at least 50 pounds.

REPORTS TO: Superintendent

SUPERVISES: Assistant cook/dishwasher

JOB GOAL: The Head Cook plans and implements the district's nutritional program and ensures that students are provided with nutritious meals that comply with regulatory requirements. The Head Cook maintains a clean, safe, and efficient kitchen and food storage area.

RESPONSIBILITIES:

1. The Head Cook treats all school related information in the strictest of confidence while being cognizant of budgetary limitations.
2. The Head Cook maintains an inventory of equipment and supplies and purchases supplies as needed.
3. The Head Cook is responsible for maintaining sanitation of the food preparation and storage areas and the dining area.
4. The Head Cook is aware of safety and his/her duties as identified in the District's Crisis Plan.
5. The Head Cook is responsible for maintaining commodity records, daily production records, menu analysis reports, maintenance records and reporting to DESE.
6. The Head Cook routinely inspects refrigeration units to ensure proper function.
7. The Head Cook prepares food for some school functions as requested.
8. The Head Cook works with the Family and Consumer Science department, SAC, and other faculty to order supplies needed by that department.
9. The Head Cook ensures the proper shutdown of equipment and lights, and security of food stocks and access doors each day.
10. The Head Cook dresses neatly and maintain good personal hygiene.
11. The Head Cook follow district policy when discarding or disposing of school property.
12. The Head Cook will help train their assistants and/or their replacement prior to leaving the position.

***Other duties required as assigned.**

***Follow all policies of the Brunswick R-II Board of Education.**

TERMS OF EMPLOYMENT:

The Head Cook works on a 9-month contract. Salary will be paid over 12 months with the employee receiving their June, July & August checks in the month of June.

EVALUATION:

The Head Cook is evaluated in November in accordance with the provisions of the District Wide Evaluation Plan. The head cook is evaluated in accordance with provisions of support staff evaluations, and the Food Services Program is evaluated in accordance with the criteria established in the District Wide Evaluation Plan.

**Approved by the Brunswick R-II Board of Education on August 17, 2020*

Reviewed by Employee:

Signature

Date