

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: HEAD Cook II**

**DEPARTMENT: Head Start**

**REVISION DATE: January 27, 2010**

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the immediate supervision of the Nutrition Coordinator , and is responsible is responsible for preparing meals for Head Start children. Maintain a CACFP Food Service records and supervise cooks.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or GED.
- Experience in kitchen, restaurant or school setting.
- Must successfully complete State Food Service manager's Course, and Food Service Certification.
- Must be able to read menus.
- Must be bilingual (English and Spanish).
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must maintain all local, state and federal qualifications for the position.

**ESSENTIAL DUTIES:**

- Coordinates all invoices, menu changes, vendor exchanges, directives to all other kitchen sites.
- Will prepare main dishes for breakfast and lunch according to menus and recipes.
- Supervise coordinate and assign job duties for all food service staff in preparing and serving food and cleaning facilities and utensils in the kitchen.
- Submit request for food supplies needed to prepare food.
- Responsible for all pertinent documentation and inventory.
- Responsible for maintaining hygiene standards and complying with all state and local sanitation standards.
- Inspect food service facility for safety and sanitation hazards, and insures all problems noted are corrected. Practice all safety standards.
- Receive food merchandise and supplies. Submit invoices with market orders with proper corrections to nutrition coordinator or assistant.
- Perform and submit a comprehensive food inventory list on a monthly basis.
- Will perform other related duties as needed.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 35 to 45 lbs. boxes.

**OTHER REQUIREMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervises Head Cook I and cooks.

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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