

**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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE