

West Central Head Cook Job Description

Title: Head Cook

Qualifications: High School Diploma, Food Managers License

Reports To: Building Principal and Superintendent

Approved: August 20, 2025

Head Cook Responsibilities:

1. Supervises and trains kitchen personnel in the safe, proper, and efficient use of all kitchen equipment and food safety
2. Supervises and maintains the highest standards of safety and cleanliness in the kitchen
3. Ensures all equipment is functioning correctly at the start and end of each workday
4. Ensures proper portion control and adherence to dietary guidelines for various age groups and special dietary needs
5. Prepares food according to the planned menu
6. Monitors food temperatures throughout the cooking and holding process to ensure safety and quality
7. Serves meals in an efficient and friendly manner, interacting positively with students and staff
8. Assists in setting up and breaking down serving lines
9. Maintains accurate production records, temperature logs and other required documentation
10. Works cooperatively with other food service staff to ensure smooth and efficient operations
11. Participates in professional development as required
12. Creates menu and completes menu analysis sheets or designates responsibility
13. Reports immediately to the building principal problems or accidents occurring in the kitchen or cafeteria
14. Reports personnel problems to the building principal immediately
15. Supervises and assists in the daily cleaning of all kitchen equipment, washing of dishes, table service, and utensils and ensures all are in proper working order and readiness for the following workday
16. Ensures kitchen linens are laundered
17. Monitors that all personnel are at workstations when assigned and performing assigned tasks to insure meals are ready when necessary
18. Ensures all work is completed prior to the end of the workday

19. Trains cooks in all tasks so that, in his/her absence, duties can be performed
20. Complies with all county health rules and regulations
21. Order all foods and supplies (including Commodities and Department of Defense Fresh Fruits and Vegetables)
22. Check all incoming orders of food and supplies
23. Check invoices with bid sheets to be sure they are correct
24. Submit all invoices (after signed off and confirmed) to the District Office
25. Assign and instruct cafeteria workers on job responsibilities
26. Maintain an inventory on all food and supplies
27. Provide information for state reports, keep records for State personnel when the school is checked
28. Keep time sheets on all cafeteria staff and turn them in by required deadlines to District Office
29. Call substitutes when needed
30. Prepare inventories of commodities, purchased food and supplies at the end of the school year
31. Check lunch computer counts to actual physical counts
32. Check daily inventory of salad bar counts to computer sales
33. Report potential safety hazards to the building principal
34. Cooperate with administration and all members of the staff
35. Maintains records of all cook training (state and ISBE requirements)
36. Communicates with building principal equipment needs
37. Organizes, delegates and assigns the workload and job duties for food service cooks
38. Places weekly orders
39. Estimates appropriate quantities of food, ensuring that no overages/shortages occur

This job description in no way states or implies that these are the only duties to be performed by this position. The Head Cook will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.