



City of Lake Oswego, Oregon

Job Description

HEAD COOK

FLSA Status: Exempt: Non-exempt
Union Representation: LOMEA

Salary Grade: 106
Job Code: 4007

Class Summary

Under general supervision, plans, organizes, coordinates and participates in the preparation, cooking and serving of institutional meals at the Adult Community Center. Trains and leads the work of cooks and volunteers in sanitary food handling, preparation and cooking techniques, and other duties as required.

Distinguishing Characteristics

The Head Cook ensures the proper preparation of meals to meet established standards and special dietary or religious guidelines. Incumbents plan meals, order supplies and oversee the operation of a large kitchen, including leading the work of cooking staff and volunteer kitchen assistants. The Head Cook position differs from that of Assistant Cook, which does not have budgeting, meal planning or lead work responsibilities.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Assists in planning and updating menus and recipes to provide appealing meals which meet standards for balanced nutritional value, calorie content and variety; reviews nutrition guidelines, food costs, current food inventory and the senior population's food preferences related to taste, texture and color.
2. Prepares meals according to established menus, including special meals to meet therapeutic and religious dietary needs; uses a variety of cooking methods, including baking, broiling, frying and steaming; cleans, trims, cuts and prepares meats and vegetables.
3. Supervises, trains and instructs employees, volunteer kitchen assistants and community service workers in proper food preparation techniques, sanitation, safety and work requirements. Assigns and reviews work.
4. Ensures meals for delivery are appropriately packed and labeled; explains and assists with food item substitutions to meet dietary needs.
5. Monitors food service budget; orders and procures food, equipment and supplies.
6. Documents expenditures and implements cost control measures; maintains inventory and necessary records; recommends improvements and changes to practices and work flow.
7. Dishes up meals at noon in the Adult Community Center dining room.

8. Sees that food in refrigerators and on shelves is stored according to State health standards.
9. Purchases miscellaneous fresh food items as needed.
10. Assists with all kitchen clean up.
11. Approves all time cards.
12. Takes annual equipment inventory, with suggestions for replacements.
13. Maintains kitchen, cooking equipment and dining areas in a safe and sanitary condition; ensures cooking utensils, dishes and silverware are clean; maintains security procedures for food service to residents.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Materials and methods of preparing food for large groups.
- Menu planning, budgeting, purchasing and record keeping for institutional kitchen operations.
- Nutritional meal planning, food production, quality control and meal forecasting.
- Food values and proper food combinations.
- Kitchen equipment use and capability.
- State health standards for institutional food preparation.
- Occupational hazards and safety precautions.
- Sanitation methods for food preparation and serving areas.
- Basic math, including fractions.
- Principles and techniques of food handling, preparation, cooking and storage.
- Personal computers and related software applications.

Skills and Abilities to:

- Cook and handle food in an appropriate, sanitary manner to maintain appealing and nutritious food content.
- Safely operate, clean and service kitchen equipment and utensils.
- Understand and follow oral and written instructions, including menus and recipes.
- Comply with health and food handling standards.
- Follow and adjust recipes to obtain required quantities.
- Make appropriate recipe substitutions.
- Evaluate food qualities, such as freshness, cleanliness and proper cooking.
- Train and assist kitchen assistants and volunteers.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification may require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must possess a current food handler's permit and knowledge of proper food handling procedures; be available to work evenings, weekends, and some holidays. Within six months of hire incumbent must be certified in first aid and CPR.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.