

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: *Food Service Head Cook*

Schedule Terms: 10 months

Salary Classification: Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Homeliving Supervisor and responsible for the supervision of food service personnel and the overall operation of the kitchen and cafeteria. Performs cooking duties and coordinates services to ensure high quality standards of food production and service. Participates in meal preparation and food ordering.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- High School diploma or GED, with knowledge in food preparation and nutrition;
- Knowledge of residential and school food service operations, and record keeping preferred;
- Minimum of two (2) years' work-related experience;
- Ability to obtain at least ten (10) hours of annual continuing education/training;
- Ability to communicate and work well with students and staff;
- Knowledge of the state reimbursement and commodity programs;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must have knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Arizona driver's license.

DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Supervise and evaluate the performance and conduct of subordinate employees;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Direct the activities of all food service employees;
- Determine staffing needs;
- Plan menus, order and receive food and supplies, schedule food preparation and required staff;
- Train employees in proper food preparation and serving techniques, efficient performance of tasks and safe and health practices;
- Inspect food served to assure compliance with prescribed dietary and sanitation standards;
- Coordinate the work of the food services department with residential activities to ensure optimum support for residential programs and maximum utilization of facilities;
- Accurately maintain and prepare required records and reports in connection with the food service operation and National School Lunch Program (NSLP) reimbursements;
- Prepare work orders for equipment and facilities as needed;
- Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board;
- Ensure a safe and positive working environment;

- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. Be able to reach, bend, stoop, and frequently lift up to 50 pounds.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Homeliving Supervisor.

SUPERVISION GIVEN: Food Service Department.

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination

REVIEWED BY: _____
Food Service Head Cook

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____