

## **Job Description for Hot Lunch Director/Cook**

### **Cross Lutheran School**

**Work Hours:** The Cook is encouraged and invited to attend staff devotions which are held each school morning at 7:30 AM. The minimum hours per day shall be 8 AM-2 PM. These are recommended hours for the Cook, with additional hours worked as needed to complete necessary paperwork. 6 leave days are provided for the Cook each year, for illness and emergencies.

**Training for Cook:** It is assumed that the School Cook will be a Certified School Cook (unless otherwise noted by School Board) and must continue learning and training in the field of School Cook. This means attending food service workshops and conferences and continuing to update certification. Cook must consult Food Service Administrators before any arrangements are made to attend a conference or workshop. It cannot be assumed that the school will pay for this training, but if finances permit, arrangements for reimbursement will be made to the Cook.

**Menu Planning:** Menu planning should be done two weeks to one month in advance to make the most efficient and economical purchasing of food items. Meals should be nutritious and planned with the children in mind to minimize the amount of waste. Food service Administrators should be consulted to be sure items purchased are within our budget.

**Grocery Shopping/Ordering:** The hot lunch director is responsible for overseeing the ordering and shopping of food and supplies. The director may make arrangements with the assistant cook or volunteers to pick up and deliver groceries as needed.

**Food Preparation:** All food shall be prepared according to the highest health and safety standards. Special care should be taken to see that foods are stored and cooked according to safety standards. It is assumed that the Cook will have taken the County Safe Serve Class to be aware of all food and kitchen safety issues.

**Food Storage and Inventory:** Storage areas should be kept clean and organized with special attention given to items being used in the order they arrived to prevent spoilage or past due dates on food. Care should be taken by the Cook to do a daily meal cost averaging for future hot lunch reports. Those reports should be turned in bi-weekly to School Secretary. Failure to do so could result in withholding pay.

**Cleaning:** The hot lunch director is responsible for keeping the kitchen and lunch room clean. This includes doing dishes, cleaning appliances, wiping down tables, cleaning the floors, and laundering dish cloths. .

**Confidential Information:** Any information obtained about children who are receiving reduced price or free meals shall be held in strictest confidence. Behavioral problems, disciplinary actions or teachers' conversations that become a concern of the Cook should be discussed with the Principal, Pastor, teachers or School Board Members, but not with parents or members of the congregation. As a staff member, the Cook has the same responsibility to keep information confidential.

**Attitude Toward Children:** A positive, friendly attitude conducive to good eating should always be the goal. It is not the responsibility of the Cook to see that children eat everything they are served. Seconds are not to be expected by students, but may be offered as items are available.

Derogatory or disrespectful comments directed towards the Cook should be reported to the Principal for action.

**Health Department Regulations:** Cook must be trained in proper School Food Service Procedures and must follow all Safety and Sanitation Regulations at all times. Cook is the Person in Charge for our kitchen and must inform all users of kitchen as to proper procedures (volunteers, church members, funeral committees, etc.).

**Communication Among Staff, Congregation, Users of Kitchen, Food Service Administrators:**

All communications with the above groups must be of a positive nature. The Cook is part of our Cross Lutheran School team and must follow all of the rules and regulations for staff conduct and attendance at school supported events. Cook must maintain a friendly working relationship with Food Service Administrators and must keep them informed of all problems and concerns.