



Saints Peter and Paul School and Child Care
HEAD COOK/FOOD SERVICE MANAGER

Job Description

PRIMARY FUNCTION: The lead cook/food service manager takes responsibility for the efficient operation of the school and child care lunch program so as to provide the students with attractive, nutritious, and varied Type A lunches.

MAJOR RESPONSIBILITIES:

- (1) Management of cafeteria personnel
- (2) Administration of MN Food Nutrition Program
- (3) Food preparation
- (4) Cleaning and maintenance of kitchen
- (5) Accurate record-keeping
- (6) Communication with principal and director of child care
- (7) Knowledgeable of County, State, Federal Regulations
- (8) Positive professional interaction with students, school staff, parish staff, and parents.

SUMMARY OF KEY DUTIES:

- (1) Arrange for adequate/appropriate help on a daily/weekly basis. Contact additional volunteers if needed and arrange for a substitute when absent.
 - a. Determine a monthly schedule for workers with the Principal and child care Director
 - b. Assign tasks to self, assistant, and parent volunteers
- (2) Plan monthly menus for the school lunch program and order food products and supplies in accordance with USDA regulations, with present inventory, and in line with the budget.
 - a. Determine the monthly menu
 - b. Order groceries and supplies in accordance with menu planning. (food ordering once per month; bread and milk ordering once a week.)
 - c. Check and record temperatures of all products upon arrival and serving. Compare temperatures to chart temperatures.
 - d. Conduct an inventory of supplies each month.
 - e. Maintain temperature control for the milk cooler, freezer, and refrigerator. Maintain inventory records, check food supply, and rotation of food.
 - F. Complete food production records
- (3) Prepare and serve the basic lunch pattern in accordance with proper sanitization, health and safety measures.
 - a. Sanitize all food contact surfaces every morning.
 - b. Loading and unloading the dishwasher with silverware, food trays, pots/pans, and kitchen utensils. Maintain the dishwasher being cleaned after usage. Maintain chemical supply.
 - c. Keep food storage at correct temperatures.
 - d. Prepare baking of breads and other items for menu day.
 - e. Taking out frozen food for the next day's menu.
 - f. Bringing up frozen food for the day's meal.

- (4) Maintain a clean and orderly work environment.
 - a. Keep food storage clean and in order.
 - b. Do laundry weekly (aprons, dishrags, towels, pot holders).
 - c. Wipe sinks clean daily.
 - d. Sweep floor spills immediately.
 - e. Set a schedule for custodial cleaning.
 - f. Keep the refrigerator clean and orderly.
 - g. Keep the stovetop, ovens, and dishwasher cleaned.
- (5) Maintain accurate financial records and bookkeeping for the School and Child Care Nutrition Program.
 - a. Keep accurate records of lunch count and attendance on a daily and monthly basis.
 - b. Record daily menu production sheet.
 - c. Complete all pertinent forms for the State Department: lunch program agreement, free and reduced lunch forms, monthly payment voucher, verification of free/reduced lunches, financial report.
 - d. Run report on computer and sync with server daily count.
 - e. Check and verify bills for payment; processed by Business Manager.
 - F. Be knowledgeable about the MN Food and Nutrition Department programs in order to create applications and claims throughout the year using their clics format.
- (6) Communication:
 - a. Meets with the Principal and child care Director at least monthly to review the program.
 - b. Keeps the principal and child care Director informed of all aspects needed for efficient operation of the school lunch program.
 - c. Keeps all lunchroom personnel informed of needs pertaining to their areas of responsibility.
 - d. Keeps the custodian informed of maintenance or custodial needs.
- (7) Be knowledgeable of, and in accordance with, all State and Federal regulations regarding the (NSLP) National School Lunch Program, School Nutrition Program, and the Commodity School Program.
- (8) Interaction with students and staff: responds when possible to requests from classrooms, interacts with students and staff in a patient, cordial manner.

ORGANIZATIONAL RELATIONSHIPS:

- (1) Accountable to principal
- (2) Relates role to school goals and mission
- (3) Works with Saints Peter and Paul Church to facilitate use of kitchen space and equipment.

PERFORMANCE STANDARDS:

- (1) Arrange for adequate/appropriate help on a daily/weekly basis.
- (2) Administration of the program provides a quality, cost effective lunch program.
- (3) Food preparation, meal planning, food clean-up tasks provide a successful Type A lunch
- (4) Maintain a clean and orderly work environment.
- (5) Maintain accurate financial records and bookkeeping for the hot lunch program.

- (6) Communication with principal
- (7) Knowledgeable of County, State, Federal Regulations
- (8) Positive professional interaction with students, school staff, parish staff, and parents.

POSITION-HOLDER QUALIFICATIONS

Education: Knowledge of school lunch regulations, Administration of MN Food Program, technical college foodservice training preferred.

Experience: experience working in food preparation/service, menu planning, and operation of commercial equipment.

Skills: Ability to prepare food menus in an appetizing manner; communication skills with suppliers, lunchroom helpers, custodians, and parish members.

REQUIRED CONDITIONS / DEMANDS:

All kitchen employees must be able to meet the following conditions/demands:

- (1) Working Conditions: Hazards typical of the institutional kitchen such as hot cooking surfaces, sharp objects, electrical equipment, and wet floors. Frequent exposure to temperature extremes (hot oven to freezer). Handle potentially hazardous cleaning supplies (dishwasher chemicals, bleach, lime blast).
- (2) Physical Demands: Moderate to heavy lifting with commodity cases, food orders in the freezer, and food storage areas (up to 60 pounds). Constantly on feet, carrying hot pots and pans, and pushing food carts.
- (3) Special Concerns: Course work/certification guidelines are met. Ability to supervise and work cooperatively with others.

Send resume, cover letter, 3 letters of recommendation, and transcript to:
Heather Pfannenstein at principal@christcatholic.com