AUBURN
Human Resources

Head Cook, HELC

Job Description

JOB INFORMATION

Job Code	CA12
Job Description Title	Head Cook, HELC
Pay Grade	CP02
Range Minimum	$31,150
33rd %	$34,790
Range Midpoint	$36,610
67th %	$38,420
Range Maximum	$42,060
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/6/2021

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Dining

JOB SUMMARY

Responsible for directing and participating in the preparation, seasoning, and cooking of balanced meals and snacks to meet the nutritional needs for over 200 children and 50 adults for the Harris Early Learning Center (HELC), in serving breakfast, lunch, and snacks in accordance with USDA, DHR, and Jefferson County Health Department requirements.

RESPONSIBILITIES

- Directs kitchen setup for food preparation and leads in the cooking of all meals for the Center.
- Places food and supply orders with vendors and checks invoices and inventories for all food and supplies.
- Plans weekly menus for breakfast, lunch, and afternoon snacks.
- Ensures compliance with local and federal guidelines for food safety preparation and storage of food items.
- Monitors sanitation practices to ensure that all kitchen staff follow standards and regulations.
- Leads, supervises, coaches, and monitors the work of Assistant Cooks and other temporary nutrition assistants. Mentors and trains Assistant Cooks in the preparation, cooking, garnishing, and presentation of food.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	Working in an Industrial Kitchen/Management of a Kitchen	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to maintain records pertaining to food service and nutrition.	And
Knowledge of adequate varieties of foods and amounts recommended for young children.	And
Ability to calculate the quantity of food required to service a designated number of children and staff.	And
Ability to maintain portion control.	And
Knowledge of principles and proper methods of food preparation.	And
Ability to manage a food service operation, including compliance with safety and sanitation regulations.	And
Ability to establish rapport with children and parents.	And
Knowledge of DHR, USDA, and Jefferson County Health Department requirements applicable to food preparation and safety.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
SAFE Serve Certification	ServSafe Certification for food handling, as required by Jefferson County Health Dept.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting		X				
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking			X			
Hearing			X			
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
No special vision requirements.