
Auburn University Job Description

Job Title: **Head Cook, HELC**

Job Family: No Family

Job Code: **CA12**

Grade CP02 \$27,500 - \$37,100

FLSA status: Non-exempt

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 (HELIC), in serving breakfast, lunch, and snacks in accordance with USDA, DHR, and Jefferson County Health Department requirements.

Essential Functions

1. Directs kitchen setup for food preparation and leads in the cooking of all meals for the Center.
2. Places food and supply orders with vendors and checks invoices and inventories for all food and supplies.
3. Plans weekly menus for breakfast, lunch, and afternoon snacks.
4. Ensures compliance with local and federal guidelines for food safety preparation and storage of food items.
5. Monitors sanitation practices to ensure that all kitchen staff follow standards and regulations.
6. 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.
7. Performs other related duties as assigned by supervisor.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School diploma
Experience (yrs.)	4	Working in an Industrial Kitchen/Management of a Kitchen

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

ServSafe Certification for food handling, as required by Jefferson County Health Dept.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 25 pounds.

No special vision requirements

Date: 4/6/2021
