



## HEAD COOK

This 10-month position is responsible for the food production and serving of quality food to students in a safe, efficient, and pleasant manner. The individual in this position is the primary user of ovens, skillets, mixers, and other appliances within the kitchen. This position reports directly to the Food Services Manager.

This description is not intended to outline every last detail of the cook's position. It is our hope that the cook will assume the position of an **advocate** for student health by preparing nutritious meals and maintaining a clean and healthy dining facility.

### RESPONSIBILITIES

- Food Preparation - Supervise and participate in the major cooking, baking and serving tasks
- Food Service - Ensure food is properly served in multiple locations across the campus
- Training & Supervision - Organize and assign work in the kitchen; Assist in training and supervision of assigned staff
- Health & Safety - Maintain proper sanitary conditions to meet health and NMPED codes
- Record Keeping - Prepare and maintain records and worksheets required by NMPED and associated internal worksheets

### ESSENTIAL TASKS

- Assist in menu planning and menu books
- Prepare food in large quantities to be served in multiple locations multiple times a day
- Establish needed quantities; requisition food and supplies; maintain inventory
- Lift heavy containers of food and supplies
- Set up serving line in main dining hall
- Ensure proper transfer of food to various locations on campus, including breakfast, snack and lunch at the PreK and Sports & Fitness Center buildings
- Maintain clean and sanitary work environment, including cleaning of pots, pans, utensils, equipment and facilities
- Ensure proper storage of food
- Consult with Food Service Manager regarding cafeteria needs and conditions
- Substitute for Food Service Manager in his/her absence
- Keep daily records of temperatures, quantities and any other information that is required to be reported to various entities.

Vigorously Academic ♦ Beautifully Diverse ♦ Thoroughly Christian

P.O. Box 41, Rehoboth, NM 87322-0041

505.863.4412 ♦ [www.rcsnm.org](http://www.rcsnm.org)