

Reports to: Principal

Job Goal: To plan and organize a school breakfast and lunch program so that the students will have attractive and nutritious meals served in an atmosphere of efficiency, cleanliness, and friendliness.

Responsibilities:

1. Supervises cafeteria workers to ensure goals for the school breakfast and lunch programs are achieved.
2. Plans menus and orders cafeteria food, supplies, and equipment for the program.
3. Analyzes nutritional content of menus to ensure all regulatory and nutritional guidelines are met.
4. Evaluates all aspects of food service program and reports findings to the principal on a regular basis.
5. Directs and takes part in the preparation of food portions and prepares cafeteria counters and serving stations.
6. Serves students and staff from the cafeteria counter.
7. Removes used dishes and assists in the cleaning of counters, tables, and furnishings in the cafeteria.
8. Ensures that the trash and garbage collection area is maintained in a neat and sanitary fashion.
9. Performs related duties as required including duties at special meal functions which may occur outside the head cook's regular hours.
10. Practices safety habits at all times.
11. Wears protective clothing and/or equipment.
12. Communicates well with staff and students.

Adopted: Blue Hill School Committee - 7/8/1998

Amended: Blue Hill School Committee – 7/8/2015

Amended: Blue Hill School Committee – 2/10/2016

Professional Standards for School Food Service

Minimum Continuing Education Standards for All Local Educational Agencies

New and Current Directors: 12 hours per year

New and Current Managers: 10 hours per year

New and Current Staff (20 or more hours per week): 6 hours per year

New and Current PT Staff (less than 20 hours per week): 4 hours per year

Professional Standards continuing Education Subject Areas

All training taken to comply with the Professional Standards Regulation must meet one or more of the training objectives listed below. The training is divided into four key areas: Nutrition, Operations, Administration and Communications/Marketing.

KEY AREAS AND KEY TOPICS

NUTRITION

Menu planning

Nutrition education

General nutrition

OPERATIONS

Food production

Serving food

Cashier and point of service

Purchasing/Procurement

Receiving and storage

Food safety and HACCP

ADMINISTRATION

Free and reduced price meal benefits

Program management

Financial management

Human resources and staff training

Facilities and equipment planning

Communications and marketing

For additional information and training opportunities visit:

<http://professionalstandards.nal.usda.gov/>