

**Shell Knob School District  
Shell Knob, Missouri**

**Job Title:**                   **Food Services Director and Head Cook**

**Qualifications:**       1.) Three years of experience as a professional dietitian or a mass food preparer  
                                  2.) Demonstrates aptitude for successful performance of the task listed  
                                  3.) Certification of good health signed by a licensed physician shall be provided annually  
                                  4.) Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports to:**                Superintendent

**Supervises:**             Assistant Cooks

**Job Goal:**                To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

**Performance Responsibilities:**

- 1.) Purchase and maintains an inventory of all foods, supplies, and equipment.
- 2.) Orders on a weekly basis all necessary supplies.
- 3.) Plans and checks all menus for school breakfasts, lunches, and special dinners.
- 4.) Reports immediately to the Administrator any problems or accidents occurring in the kitchen or cafeteria premises.
- 5.) Interviews cook applicants.
- 6.) Checks all bills and purchase orders for accuracy before presenting them to the administration for payment.
- 7.) Plans disposition of government commodities as part of the ongoing food service.
- 8.) Supervises kitchen at all times, making sure that high standards of health and safety are maintained and observes possible improvements in operations.
- 9.) Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- 10.) Conducts daily cleaning of all kitchen equipment and washes and sterilizes all dishes, silverware, utensils, pots, and pans.
- 11.) Checks food shipments into the school, signing invoices only after each order has been verified.
- 12.) Involved directly with the preparation and serving of breakfast and lunch.
- 13.) Determines the quantities of each food to be prepared daily.
- 14.) Prepares the daily breakfast and lunch menus in advance monthly.
- 15.) Gives the lunch and breakfast menus to the school office secretary for publication in local newspaper.

- 16.) Minimizes the use of prepared foods.
- 17.) Evaluates assistants in the cafeteria.
- 18.) Works with classroom teachers to provide nutritional education services to the students of the district.
- 19.) Oversees the annual evaluation of the food service program.
- 20.) Performs such other duties and assumes such other responsibilities as the superintendent may assign.

**Evaluation:** Performance of this job will be evaluated annually.