



Cafeteria Head Cook

- STARTING DATE:** 2014-2015 School Year, Immediately
- REPORTS TO:** Supervisor of Food Services
- WORK YEAR:** 9 Months per Board adopted School-Year Calendar, 7½ hours per day
- SALARY RANGE:** Appropriate step on cafeteria head-cashier salary schedule

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Working knowledge of cooking techniques, terms, ServSafe practices and equipment
- Experience preparing food for large quantities
- Energetic, encouraging attitude even through peak periods
- Ability to accurately adjust recipe quantities and keep detailed records
- Ability to maintain positivity with students and staff, and handle challenging situations in a calm manner
- Ability to work in a timely and efficient manner, anticipating changing student demand
- Ability to multitask and complete duties in an organized, priority-based manner
- Ability to tolerate standing at workstations
- Ability to go in and out of freezer areas
- Ability to lift and carry bulk items averaging 40 pounds
- Ability to work alone and as a willing member of the cafeteria team
- Demonstrated ability to maintain a professional leadership role, serving as an example for the cafeteria team
- Prioritize Penta Career Center's success as a large multifaceted organization and strive to aid in the enrichment of the entire student body
- High School diploma or GED
- Meet all mandated health requirements (e.g., negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Prepare and serve breakfast and lunch to students, staff and special function groups
- Assist in taking monthly inventories and properly receiving daily orders
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Clean kitchen, equipment and service areas
- Work under the guidelines of Penta Career Center's Mission Statement and goals
- Attend district and state professional development events as needed
- Work collaboratively and effectively with Cafeteria Workers, Penta Administration, and all Penta Personnel
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Director, Supervisor, or their designee(s)

DEADLINE: Open until filled. Submit letter of interest, application and résumé.

APPLY TO: Board Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551