

**CHIEF COOK DUTIES
(Job Description)**

AUTHORITY: Administrative Directive
RESCINDS: Procedure Manual Item 3-2-D, dated 08/12/13
FORMS: None
PURPOSE: To outline the general duties of the Chief Cook.

I. GENERAL INFORMATION

- A. Plans, organizes, coordinates and supervises the work of all kitchen employees, including **Head Cook**, Senior **Facility** Cooks, **Facility** Cooks, Food Service Workers, Extra Help Staff, and a Store Clerk if assigned to kitchen.
- B. Interprets **Facility** policy and procedure. Enforces Health and Safety Regulations and ensures **California Code of Regulations, Title 15 Guidelines** are enforced.
- C. Evaluations:
 - 1. Evaluates **Head Cook**, Senior **and Facility** Cooks **and Food Service Workers** assigned to the Food Services Division and reviews all kitchen evaluations, taking corrective action when necessary.
 - 2. Participates in oral boards for promotional interviews and selection processes as required.
- D. Conducts monthly meetings with all kitchen staff to set goals, plan, train, and exchange information.
- E. Reviews all written material from the kitchen.
- F. Shares a responsibility of maintaining effective communication from **facility** management and Food Service Supervisor to Food Services personnel, from other divisions to the kitchen staff, and from the kitchen staff to other divisions.
- G. Responsible for leadership and all operations of the Food Services Division.
- H. Ensures that the Food Services Division is efficient and consistent with all health laws, departmental policies, procedures and performance standards.
- I. Develops rules and procedures for the operation of the Food Services Division.
- J. Participates in all Food Services Division meetings and operations.
- K. Establishes and enforces standards of performance for all kitchen staff.
- L. Plans yearly projected goals for the Food Services Division and submits to the **Facility** Director and Food Services Supervisor.

- M. Provides training for kitchen staff.
- N. Reviews and approves annual vacations and schedules compensatory time off.
- O. Consults with **Facility** Management and Food Services supervisor about staff with unusual behavior and disciplinary problems.
- P. Make decisions and judgments and takes necessary action in any situation pertaining to the proper operation of the Food Services Division.
- Q. Orders supplies from contract vendors, such as meats, produce, canned goods, milk, bread, poultry, fish, tortillas, and other food.
 - 1. Orders food from the State of California Surplus Food Program and the National School Breakfast and Lunch Program.
 - 2. Orders all equipment for use in the kitchen.
- R. Prepares and submits Quarterly Reports to the **Facility** Director and Food Service **Manager**.

REFERENCES:

Procedures:	3-1-403	Special Diets
	3-2-026	Food Cart Service Procedure and Living Unit Utensil Sanitizing
Policies	C-1	Maintaining Employment Status
	C-8	Work Priorities
	C-16	Employee Conduct – On Duty

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APPROVED BY: