



# Sample Job Description – Head Cook

## Job Title

Head Cook

## Reports To

Nutrition Site Manager

## Job Summary

Are you passionate about helping older adults in our community live healthier lives? Consider joining our team at [organization]! We provide nutritious meals and fun activities for older adults in [name of their city/community] on [weekdays/weekends or whatever]. [Organization] is currently hiring a Head Cook. The Head Cook is responsible for the daily preparation of food for participants, including the cooking of meals, and maintaining high standards of food quality, food production and portion control using the standardized menu. In charge of ordering and the inventory of food. Provides supervision to other kitchen staff and volunteers serving in the Senior Center Kitchen. The position will also help with the training of staff and volunteers.

## Duties and Responsibilities

- Responsible for the daily preparation of food based on production menu
- Maintain kitchen in a sanitary manner as required by Local Health Codes, including keeping all utensils and pots/pans properly stored when not in use and keeping all work areas clear and cleaned, including the floor
- Delegate to kitchen staff daily job assignments and cleaning tasks
- Serve prescribed portions for each meal to participants
- Take daily temperatures of meals and record them. Note any menu changes or substitutions
- Direct kitchen staff and volunteers in proper food preparation and handling, as well as delegation of daily tasks

- Maintain inventory of foods and supplies
- Check deliveries of food and supplies for proper quantities and quality, and order such items as needed
- Store food safely and properly
- Inform Site Manager of any problems encountered related to the efficient and safe operation of the kitchen
- Assist Manager in training kitchen staff and volunteers in all nutrition site policies and procedures
- Perform other tasks that may be required by Site Manager

## Requirements

- Minimum of two years of experience in large quantity cooking in commercial kitchen
- Knowledge and understanding of public health, safety and proper food handling and sanitation standards and procedures
- Minimum of one year of experience with ordering and inventory
- Prior supervisory experience required
- Ability to break down and convert units of measure for ordering and cooking purposes
- Ability to write and speak English
- Ability to properly operate and maintain equipment for a commercial kitchen
- Excellent time management skills
- Attend any job-related meetings or trainings
- Ability to work as a team including staff and volunteers
- Ability to report to work on time and to maintain a good attendance record on a regular basis
- Good physical health and personal hygiene

## Preferred Qualifications

- Ability to relate well with older adults
- Bilingual
- Good physical health and personal hygiene

## Work Environment

While performing the duties of this job, the employee is regularly required to stand, bend, use manual dexterity, multi-task, and use mathematics to convert units and ensure the proper amount of food is prepared. The employee will often be required to do heavy lifting of up to 25 pounds. The employee will use hands and arms in handling, installing, positioning, and moving materials and manipulating things. The employee is occasionally required to reach with hands and arms, do quick, repetitive motions with fingers, hands and wrists. Near vision or adequate glasses/contacts are required to see details at close range. 95% of work is performed in a commercial kitchen.

## Salary Range

- This position pays [\$X-\$X], based on experience
- This position comes with [XX] benefits

Source: Santa Clara County, CA job descriptions

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