

LEAD JUVENILE COOK

DEFINITION

To coordinate and oversee the operation of an institutional cooking facility; to prepare daily meals; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

Exercises functional and technical supervision over assigned service staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Plans menus that provide appetizing and nutritious meals and meet any special dietary needs of individual children; consult with nutritionist on occasion.

Prepares and cooks meals and serves food.

Maintains required records for the operation of the kitchen including daily records of meals prepared, with quantity of food, nutritional value and number of meals served; maintains records required by US Department of Agriculture (USDA).

Purchases food, dry goods and other supplies and maintains and controls stock; writes specifications and performs research for the purchase of kitchen equipment.

Monitors and maintains the sanitation, safety and security of the kitchen consistent with Health Department regulations and the needs of the facility.

Monitors budget and maintains expenditure records.

Organizes, plans and assigns the work of subordinate cooks; trains and instructs staff and monitors work; participates in the selection and evaluation of cooks.

LANE COUNTY
Lead Juvenile Cook (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Health and sanitation regulations.

Institutional food service administration including menu planning, purchasing, storage of food, and record keeping.

Proper care and use of kitchen utensils and equipment.

Techniques and methods of and materials used in the preparation of food for a large number of people.

Principles of nutrition and USDA nutritional requirements; special dietary requirements of specific diets.

Ability to:

Prepare and cook nutritious meals in various quantities.

Plan menus that meet nutrition and dietary needs.

Train and assist other cooks; assign and review the work of staff.

Maintain accurate records.

Purchase, maintain and control stock.

Stand for long periods of time in the performance of regular duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in nutrition, food preparation or a related field is desirable.

LANE COUNTY
Lead Juvenile Cook (Continued)

Experience:

Three years of responsible institutional or volume cooking experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Update to reflect current supervision received approved by HR Manager 10/26/05.