**FOOD for LANE COUNTY**  
**JOB DESCRIPTION**

**POSITION TITLE:** Summer Food Program Head Cook  
**RESPONSIBLE TO:** Youth Nutrition Programs Manager  
**HRS PER WEEK:** 40 hours a week  
**DATES OF POSITION:** June 26, 2020 – August 28, 2020  
**HOURLY WAGE:** $15.50 per hour

**SUMMARY of POSITION:** This is a part-time, temporary position. The Summer Food Program Head Cook manages the rented kitchen space where meals for the Summer Food Program are prepared for distribution out to sites. The Head Cook ensures the food prepared meets the required meal pattern, places food and beverage orders through approved vendors, reviews daily headcount sheets and pre-determined menu, reviews food and beverage purchases, and trains and coordinates cooks and other food preparation workers. This position oversees the preparation of 3,000-5,000 meals per day.

**PRIMARY TASKS & RESPONSIBILITIES:**

- Oversees all aspects of the kitchen operation
- Works in collaboration with the Summer Food Program Manager to make menu improvements and adjustments, as needed
- Oversees and enforces FFLC Covid-19 public health policies and recommendations
- Follows and prepares food according to a pre-determined Summer Food Program menu and associated USDA meal pattern requirements
- Cooks food in quantities according to number of children estimated to be served
- Directs volunteers in assisting in preparation of meals; in rural kitchens, also directs work of employees
- Orders food and non-food items
- Inventories food, supplies and equipment
- Receives, dates, and examines food and supplies to ensure quality and quantity meet established standards and specifications
- Responsible for waste control and estimating accurate headcounts
- Reports equipment maintenance issues
- Identifies problems and opportunities and address them quickly and efficiently, maintaining a level head and delegating multiple kitchen tasks simultaneously
- Ensures all temperature logs are maintained daily
- Ensures accuracy of and timely submission of required paperwork, including head count sheets, invoices, time cards, and reimbursement sheets
- Upholds FFLC values of compassion, inclusion, and collaboration
- Performs other duties as requested by supervisor

**SKILLS & QUALIFICATIONS:**

- Have a minimum of two years of food service experience
- Experience with food preparation for child nutrition programs preferred
- Experience with supervision of employees
- Excellent organizational skills
- Good communication and problem-solving skills
- Ability to train, lead and motivate others
- Possess a current Food Handler’s Card
- ServSafe Certification preferred

*Revised 05/2020*
- Ability to safely lift 40 pounds
- Bilingual English/Spanish preferred
- All offers for employment are contingent on a satisfactory background check

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.