



River Bend Community Unit School District #2

Where Everybody is Somebody

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PLEASE POST

POSITIONS AVAILABLE

**HEAD COOK (7 hours/day)
BAKER (5 hours/day)
(Job descriptions attached)**

APPLY TO:

Stacey Collachia, Cafeteria Manager

**DEADLINE
Internal – January 25, 2019**

cc: Jeff Hoese
Stacey Collachia

1/16/19

River Bend Community Unit School District #2
Job Description

- Title:** Head Cook
- Qualifications:**
1. Good health, subject to physical exam, drug test, high school diploma, and citizen of the United States.
 2. Possess any certificates necessary.
 3. Demonstrated aptitude or competence for assigned responsibilities.
 4. Academic, professional, and personal excellence as Board specified.
- Reports to:** Cafeteria Manager
- Supervises:** Works with cafeteria manager, head cook, and other cafeteria employees
- Job Goal:** Ensure safe, smooth, efficient service delivery of nutritious, appealing meals in the cafeterias.
- Performance Responsibilities:** The head cook will:
1. Work under the direction of the cafeteria manager.
 2. Prepare and supervise the preparation and serving of food in a safe and efficient manner.
 3. Assume responsibility for maintaining an ample supply of food offered during food service.
 4. Supervise in the daily clean up of the kitchen and service area.
 5. Supervise and perform major cleaning of refrigerator and storerooms at regularly scheduled intervals and as directed by cafeteria manager.
 6. Assume responsibility for storage and disposal of unused foods.
 7. Ensure food service that is safe and healthy and conforms to all state laws and regulations regarding food service.
 8. Cooperate with other staff in the kitchen and school.
 9. Perform other duties as assigned by the head cook or cafeteria manager.
- Risk Management:**
1. It has been determined that 35% of the Head Cook's time is spent on Risk Management.
 2. Work for a good food service program so as to protect students from health problems due to contaminated supplies and improperly stored, cooked, or handled food or milk products.
 3. Protect students and employees from harm due to unsafe mechanical devices such as dishwasher thermostats, refrigerator and freezer thermostats, food thermostats, cutting utensils, steam tables, stoves, etc.
- Terms of Employment:** School year during student attendance and other days as directed. Salary to be established by the Board.
- Evaluation:** Performance of this job will be evaluated annually by the cafeteria manager in cooperation with the principal in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

River Bend Community Unit School District #2
Job Description

Title: Baker

Qualifications:

1. Good health, subject to physical exam, drug test, high school diploma, and citizen of the United States.
5. Possess any certificates necessary.
6. Demonstrated aptitude or competence for assigned responsibilities.
7. Academic, professional, and personal excellence as Board specified.

Reports to: Head Cook

Supervises: Works with cafeteria manager, head cook, and other cafeteria employees

Job Goal: Ensure safe, smooth, efficient service delivery of nutritious, appealing meals in the cafeterias.

Performance Responsibilities: The baker will:

10. Work under the direction of the head cook.
11. Demonstrate ability to convert recipes to meet the needs and size of those being served.
12. Be in charge of all baking.
13. Assist in the preparation and serving of food in a safe and efficient manner.
14. Assume responsibility for maintaining an ample supply of food offered during food service.
15. Assist in the daily clean up of the kitchen and service area.
16. Perform major cleaning of refrigerator and storerooms at regularly schedules intervals and as directed by head cook.
17. Assume responsibility for storage and disposal of unused foods.
18. Ensure food service that is safe and healthy and conforms to all state laws and regulations regarding food service.
19. Cooperate with other staff in the kitchen and school.
20. Perform other duties as assigned by the head cook or cafeteria manager.

Risk Management:

4. It has been determined that 10% of the Baker's time is spent on Risk Management.
5. Work for a good food service program so as to protect students from health problems due to contaminated supplies and improperly store, cooked, or handled food or milk products.
6. Protect students and employees from harm due to unsafe mechanical devices such as dishwasher thermostats, refrigerator and freezer thermostats, food thermostats, cutting utensils, steam tables, stoves, etc.

Terms of Employment: School year during student attendance and other days as directed. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually by the cafeteria manager in cooperation with the head cook in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.