

CHIEF COOK DUTIES

AUTHORITY:	Administrative Directive
RESCINDS:	Procedure Manual Item 3-1-037, dated 5/25/18
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:	3-12-006	Special Diets
	3-13-002	Food Cart Service Procedure and Living Unit Utensil Sanitizing – Juvenile Hall
Policies:	C-1	Maintaining Employment Status
	C-8	Work Priorities
	C-16	Employee Conduct – On Duty

M. Arreguin

APPROVED BY: