

## CHIEF COOK DUTIES

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 3-1-037, dated 8/18/23

**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 Institutional Cooks, Institutional Cooks, Food Service Workers, and Warehouse Worker III's**, 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 Institutional Cooks, Institutional Cooks, Food Service Workers, and Warehouse Worker III's** assigned to the Food Services Division. 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 **staff and supervisors, Food Service Manager, and all** Food Services personnel.
- 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 **Manager**.

- 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 **Manager** 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
Policies:	C-1	Maintaining Employment Status
	C-8	Work Priorities
	C-16	Employee Conduct – On Duty

M. Gomez

**APPROVED BY:**