

JOB TITLE: LEAD KITCHEN COOK

LOCATION: Georgetown Community School Georgetown, CO

SCHEDULE: Average 32-40 hours per week, 4 day school schedule

TERM: April 1, 2024

WORK STATUS: Hourly

REPORTS TO: School Director

POSITION SUMMARY: Manage and coordinate the day-to-day food service operations of Georgetown Community School. Assure compliance with district, state, and federal requirements. Compliance with laws regarding nutrition, sanitation, safety, and record keeping for the food service program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage, coordinate, and oversee day-to-day food service operations at the school site
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety, and sanitation requirements and regulations
- Supervise and participate in food preparation and distribution to Georgetown Community school students and staff
- Plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues to food service
- Participate in, schedule, and attend in-service meetings and workshops
- Perform other duties assigned.
- Maintain regular attendance.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget
- Order appropriate food for the students on a well planned nutrition requirement
- Work with staff to prepare menus and day to day operations

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Meal production, planning, and scheduling
- Abiding in district, federal, and state laws
- Quantity food preparation and food distribution
- Nutrition, sanitation, and operation regulations and requirements
- Use and care of institutional equipment and utensils
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance goals.
- Budget preparation and control

- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Inventory methods and practices

Other duties as needed:

- Manage and coordinate the day-to-day food service operations at Georgetown Community school site.
- Preparation and serving food in large quantities
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Operate a computer as required
- Plan and organize work
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work independently with little or no supervision

ESSENTIAL PHYSICAL REQUIREMENTS: The usual and customary methods of performing the job's functions required the following physical demands:

- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, and reaching
- Requires the ability to lift, carry, push or pull medium weights up to 50lbs.

CLEARANCE: Must clear online background check and FBI Fingerprint check through Colorado Bureau of Investigation.

Hours: 6:30AM-2:30PM Monday-Thursday

SALARY: \$20/HR. GCS is an AT-WILL employer

BENEFITS: GCS is a public employer and participates in the Colorado Public Employees' Retirement Association (PERA). All employees are required by state statute to contribute 11% of salary on a pre-tax basis to PERA and the District contributes 21.4% in addition to employee contribution.

APPLICATION INSTRUCTIONS: Send to melissa.keuroglian@ccsdre1.org

or mail to: **Georgetown Community School**

PO Box 129

Georgetown, CO 80444

Incomplete applications and/or resumes received will not be considered.