



**BOYS & GIRLS CLUB  
OF JEFFERSON CITY**

**TITLE:** Head Cook

**QUALIFICATIONS:**

1. Must be able to pass a background check and physical examination
2. Must demonstrate aptitude or competence for assigned responsibilities
3. A high school diploma or training and experience that are considered equivalent.
4. Knowledge of state of Missouri food service requirements and good dietary practices.
5. A proficiency in the preparation of large quantities of food.
6. Good human relations with the ability to communicate in a courteous manner.
7. Competence in supervising others.

**SALARY & HOURS:** Salary \$12-\$14/hr and position is part-time; hours – 10:00 am – 3:00 pm

**REPORTS TO:** Director of Operations

**JOB GOAL:**

To serve the Boys & Girls Club members an attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

1. Purchase and maintains an inventory of all foods, supplies, and equipment.
2. Plans and directs to preparation and serving of all food in the cafeteria.
3. Assumes responsibility for the security of food and supplies.
4. Supervises the storage and care of foods and supplies.
5. Checks all bills purchase orders, annual productions records and period inventories for accuracy before presenting them to the Director of Operations.
6. Plans and supervises the preparation and serving of menus at the Club.
7. Oversees and participates in the cleaning of kitchen, serving, storage and dining areas.
8. Assigns, directs, plans and supervises the work of cafeteria employees.
9. Plans work schedules, and arranges for substitutes when required.
10. Instruct new cafeteria employees in performing their assigned tasks.



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11. Evaluates the performance of all cafeteria employees.

12. Directs sanitation procedures.

**CONDUCT:**

Each staff member shall serve as a role model for Club members in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in members the belief in and practice of ethical principles and democratic values.