



Head Cook

Apply by emailing a letter of interest and resume to: rhaugel@lisbon.k12.il.us

Role	Head Cook	Experience	1 year of relevant experience preferred
Pay Range	\$19,000 annually Additionally \$16.31 per hour for approved supply shopping	Hours	Monday-Friday 8:00am-1:00pm On school days when children are in attendance

JOB SUMMARY

The Head Cook is responsible for the daily operation of the school kitchen and for preparing nutritious, appealing, and safe meals for Lisbon Grade School students. The Head Cook will oversee meal planning, menu development, food ordering, inventory, meal preparation, sanitation, and dishwashing while ensuring that applicable food safety and school meal requirements are followed.

JOB RESPONSIBILITIES

Key area	Tasks
Meal Preparation	Prepare and serve meals for students in accordance with established nutritional and food safety requirements.
	Maintain appropriate food quality, portion sizes, and presentation.
	Accommodate approved student dietary needs and meal requirements.
Menu Planning	Create and maintain school lunch menus.
	Plan meals based on nutritional requirements, student needs, available products, and budget considerations.
	Coordinate menus and meal preparation to ensure efficient use of food and supplies.

JOB RESPONSIBILITIES

Key area	Tasks
Food Ordering & Inventory	Order food, kitchen supplies, and other necessary items.
	Maintain accurate food and supply inventory while monitoring expiration dates.
	Minimize food waste while maintaining adequate supplies.
Kitchen Sanitation	Maintain a clean, sanitary, and organized kitchen and food preparation area while following proper procedures.
	Wash dishes, utensils, cookware, and other kitchen equipment.
	Maintain required food safety records and documentation.
Professional Responsibilities	Complete all required GCN trainings.
	Complete and maintain a current Food Safety Manager Certification.
	Maintain required food safety records and documentation.
	Complete and submit required lunch reimbursement claims and documentation through the Illinois State Board of Education's online system
	Communicate effectively with administration, staff, students, and foodservice personnel.
	Perform other duties related to the operation of the school food service program as assigned.
Physical Requirements	The Head Cook must be able to stand for extended periods, perform repetitive kitchen tasks, and lift and carry items weighing up to 40 pounds.