

# Head Cook

**The Head Cook** will plan meals, create recipes, purchase small quantities of food and supplies as needed. The Head Cook trains cooking teams, cooks with teams if needed, preps food as needed, packages meals, and coordinates with the distribution team. Confer with the Food/Supplies Manager for needs of the kitchen such as food items, repairs, and small equipment needs.

The Head Cook should work with the Food/Supplies Manager weekly or at least monthly to check the shopping list at Ozarks Food Harvest for needed food items. Monthly has worked in the past.

The Head Cook or another representative will be available to help the groups cook until they are comfortable following the plan themselves.

Determine the number of meals needed to be prepared by watching guest counts and trends due to time of the month, weather etc. Currently, meals are packaged in single servings, double servings, and triple servings for a total of 48 servings. Two different meals are prepared during cooking for a total of 96 meals. Typical meals include an entree and one or two sides. Total number of meals could change as needed. Once seated meals are resumed this will change as needed to accommodate the number of people attending.

Health Department Safe Serve Certification is required for the Head Cook and at least two others involved with food preparation. Anyone in charge of a cooking team should be certified.

Health Department Safe Serve Certification is encouraged for all volunteers but not required. Group leaders should become Safe Serve certified. Community Kitchen has funds to pay for this on-line class. Health Department rules apply to all activities in the kitchen.