

Job Description

Title: Cook

Qualifications:

1. A TB test is required upon initial hiring.
2. Must demonstrate aptitude or competence for assigned responsibilities.
3. Any alternatives to the above qualifications as the Board may find appropriate or acceptable.

Reports To: Building Principal

Terms of Employment: Work year will be the days school is in session with the length of the work day and time to be on duty determined by the Board. Salary and fringe benefits to be established by the Board.

Job Goal: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

Duties and Responsibilities of the Head Cook and Assistants:

1. One of the cooks will be designated Head Cook and will act as kitchen supervisor.
2. The head cook is responsible for assigning work and duties in the kitchen.
3. Maintain the highest standards of safety and cleanliness in the kitchen.
4. The head cook shall have a thorough knowledge of the proper use and care of all equipment in the kitchen and shall supervise and instruct all kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
5. Checks food shipments into the school, signing invoices only after each delivery has been verified and reports any faulty or inferior quality of food which is received.
6. Determines the quantity of food to be prepared daily.
7. Determines the size of serving to meet the necessary age requirements.
8. Prepares food according to a planned menu using tested, uniform recipes and determines if the finished product is of the best quality both in flavor and appearance before it is served.
9. Records all food requisitioned from the storeroom, maintains a correct monthly inventory and keeps an accurate record of all meals.
10. Orders all needed supplies.
11. Reports any accident occurring in the kitchen or cafeteria premises immediately.
12. Confers with the building administrator regarding personnel matters.
13. Confers with the building administrator about any problems arising in the cafeteria.
14. Kitchen workers will be under the direct supervision of the head cook and will perform such tasks as designated.
15. Food service employees will attend any district-wide inservice workshops held.

Evaluation: Performance of the job will be evaluated in accordance with provisions of the Board's policy on the evaluation of the support staff.

Revised: May 20, 1999