

- I. TITLE:** Cook
- II. QUALIFICATIONS:** 1. High School Diploma
2. Food Service experience in an institution preferred.
- III. REPORTS TO:** Food Service Director
- IV. JOB GOAL:** The Cook is responsible for the food preparation and record keeping as directed by the Food Service Director for the particular assigned kitchen and preparation center.

V. PERFORMANCE RESPONSIBILITIES:

1. Practice good personal hygiene and have a clean appearance.
2. Practice sanitation and safety at all times.
3. Prepare food items as assigned according to menu.
4. Use files and recipes provided in kitchen.
5. Maintain daily records as requested by Director.
6. Assist in kitchen maintenance daily.
7. Assist in storeroom ordering, inventory, and maintenance.
8. Practice food and time economy.
9. Maintain a professional attitude with other school staff, sales persons, delivery persons, and students.
10. Uses chain of command by reporting problems to Food Service Director.
11. Maintain pleasant kitchen atmosphere.
12. Professional responsibility's: American School Food Service Association membership recommend, Local and State meetings as requested, and Food Service training courses as available.

All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT: Salary to be determined by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually by the Food Service Director.