

## **COOK**

### **QUALIFICATIONS:**

1. Any necessary licensure, certification requirements set by the State or Health Department.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such other qualifications as the Superintendent and Board may deem appropriate.

**REPORTS TO:** Food Service Director

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
6. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom, and records all meals served, designating with or without milk.
8. Reports immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises.
9. Reports to the food services director any faulty or inferior quality food which is received.
10. Assists with the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.