

COOK

QUALIFICATIONS: Demonstrated aptitude for successful performance of the tasks listed.

REPORTS TO: Principal/Supervisor of Child Nutrition .

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

PERFORMANCE RESPONSIBILITIES:

I. Maintains positive work habits.

1. Is punctual and minimizes absences,
2. Complies with county and school policies and procedures.
3. Takes initiative in performing assigned tasks.

II. Performs duties efficiently and productively.

1. Maintains the highest standards of safety and cleanliness in the kitchen.
2. Assists in the daily clean-up of the kitchen and service area.
3. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals.
4. Checks food shipments into the school, signing invoices only after each order has been verified.
5. Determines the quantities of each food to be prepared daily.
6. Determines the size of serving to meet the necessary age requirements.
7. 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.
8. Assists in the preparation and serving of food in a quick and pleasant manner.
9. Assumes responsibility for seeing to it that during meal service periods the supply of foods offered is replenished regularly.
10. Records all food requisitions from the storeroom, and records all meals served.
11. Assumes responsibility for storage and disposal of unused foods.
12. Oversees the locking of the storeroom, and the maintaining of a correct inventory.
13. Orders on a weekly basis all necessary supplies, or as directed.
14. Reports immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises.