

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Cook I
<b>DEPARTMENT</b>	Cafeteria
<b>CATEGORY</b>	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	Classification 2, Non-exempt
<b>REPORTS TO</b>	Director, Food Services

**POSITION SUMMARY**

The Cook I will prepare meals according to pre-set menu specifications within the given time limitations and in compliance with all health and safety regulations by ensuring adherence to all sanitary and safe food handling guidelines. The Cook I will supervise student workers, ensuring duties are completed.

**ESSENTIAL JOB FUNCTIONS**

- Work together with other staff to prepare meals according to menu
- Obtain necessary supplies for meal from stockroom
- Ensure that the hot food decks have been turned on and remain on throughout meal
- Ensure that **all hot food** is ready for meal service and is **in deck 30 minutes prior to mealtime**
- Ensure that all deck suppliers know their duties and have the proper serving utensils
- Ensure that salad bar and desserts are ready for serving, and food is garnished
- Open serving area doors at the appropriate time
- Replenish all food throughout the meal service
- Ensure that the food supplies are ready for the next day
- Ensure that all student employees have completed their duties; dish room, pots, deck suppliers & kitchen clean-up
- Clean-up kitchen area, equipment and pots from meal preparation
- Label and store leftover food
- Fill catering or food supply orders
- Unlock or lock (as applicable for shift) all fridges, doors and windows, both up and downstairs
- Turn on or off (as applicable for shift) all ovens, deep fryers, etc.
- Ensure that cash is secure (as applicable for shift)
- Ensure that the building is secure and that the exterior doors are locked, arm building (as applicable for shift)

**JOB STANDARDS AND REQUIREMENTS****EDUCATION/TRAINING**

- High school graduate or equivalent

**EXPERIENCE**

- 1 to 2 years' related experience

**SKILLS**

- Must be able to work in a team environment
- Must be detailed and organized
- Have knowledge of proper sanitation procedures and food safe guidelines
- Understand food handling and sanitation standards

**PERSONAL**

- Practice proper grooming, personal hygiene, and uniform standards
- Maintain a professional and positive manner
- Ability to exert physical effort in transporting equipment and wares
- Ability to endure abundant physical movements in carrying out job duties