

# Staff Cook

<b>Date:</b>	Start Date: August 8 <sup>th</sup> 2016
<b>Department:</b>	Food Services
<b>Reports To:</b>	Director of Food Service/Assistant Director of Food Services Director/Shift Supervisor
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ Prepare menu items according to the recipes in a healthy, safe, efficient and visually appealing manner</li> <li>▪ Practice and train others in food preparation, safety and sanitation</li> </ul>
<b>Indicators of Success:</b>	<ul style="list-style-type: none"> <li>▪ Food is properly stored, prepared, presented and served on time</li> <li>▪ Kitchen is clean, safe and has a pleasant atmosphere</li> <li>▪ Other employees are being trained and following all kitchen policies and procedures</li> </ul>
<b>Areas of Responsibility:</b>	<p><b>Food Preparation</b></p> <ul style="list-style-type: none"> <li>➤ Production and presentation of scheduled recipes and meals</li> <li>➤ Oversee and control food production areas</li> <li>➤ Maintain product and service quality</li> <li>➤ Develop labor and time-saving procedures</li> <li>➤ Ensure proper storage, preparation and service of food</li> </ul> <p><b>Kitchen Maintenance</b></p> <ul style="list-style-type: none"> <li>➤ Help with the cleaning of all kitchen areas</li> <li>➤ Assist with maintenance and proper storage and usage of all kitchen equipment</li> </ul> <p><b>Employee Relationships</b></p> <ul style="list-style-type: none"> <li>➤ Train, delegate and oversee students in food preparation and kitchen maintenance</li> <li>➤ Communication of meal preparation with other employees</li> <li>➤ Oversee and be aware of all areas and positions of employees</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>➤ Ability to lift 25 lbs. without assistance, and 2 person lift over 25 lbs.</li> <li>➤ Assist in food preparation, planning, decorating, serving and cleanup for special events, catered events, and special requests</li> <li>➤ Assist in menu planning</li> <li>➤ Obtain and relay comments and concerns to Director of Food Service</li> </ul>
<b>Key Skills and Knowledge Requirements</b>	<ul style="list-style-type: none"> <li>➤ Teachable attitude with a desire to learn</li> <li>➤ Flexible and able to work well with others</li> <li>➤ Basic knowledge and experience in cooking and cleaning</li> <li>➤ Ability to learn quickly and be able to teach others</li> <li>➤ Ability to lift 25 lbs. without assistance, and 2 person lift over 25 lbs.</li> </ul>