**TITLE:**

 Cook

**QUALIFICATIONS:**

1. High School Diploma
2. Food service experience in an institution preferred

**REPORTS TO:**

 Food Service Director

**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.

**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 Food Service Director
6. Assist daily in kitchen maintenance
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. Use chain of command by reporting problems to Food Service Director
11. Maintain pleasant kitchen atmosphere
12. Professional responsibilities: American School Food Service Association membership recommended; local and state meetings as requested; and Food Service training courses as available
13. 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.