

JOB DESCRIPTION - COOK

Qualifications: Knowledge of food preparation, baking, cooking, sufficient for working in a school kitchen.

Reports to: Head Cook

Basic Function: Prepare meals including cooking and baking for Bonduel High School, Bonduel Middle School, Bonduel Elementary School, and Cecil Elementary School.

Work Schedule: Full-time school year, Level II food service position with normal hours from 6:00 AM - 1:00 PM. Annual work schedule is 1260 hours.

Job Goal: Prepare healthy, nutritious meals and maintain a clean, safe food processing and storage environment.

Responsibilities:

1. Meal Preparation
 - a. Assist head cook with preparation of hot lunch meal.
 - b. Assist with baking.
 - c. Use and maintain french fryer.
2. Cooking
 - a. Help prepare food for the hot lunch program as directed by head cook
3. Cleaning
 - a. Assist with daily kitchen cleanup.
 - b. Assist with periodic major kitchen cleaning.
4. Working Schedule
 - a. Notify Director of Food Services whenever leaving building and grounds.
 - b. Follow assigned work schedule.
5. Other Responsibilities
 - a. Maintain friendly and courteous relationships with co-workers.
 - b. Perform nonroutine duties as assigned by Director of Food Services.

Approved: June 20, 1994

COOK EVALUATION

NAME _____

DATE _____

Superior	5
Very Good	4
Average	3
Fair	2
Poor	1

Meal Preparation

- _____ a. Assist head cook with preparation of hot lunch meal.
- _____ b. Assist with baking.
- _____ c. Use and maintain french fryer.

2. Cooking

- _____ a. Help prepare food for the hot lunch program as directed by head cook

3. Cleaning

- _____ a. Assist with daily kitchen cleanup.
- _____ b. Assist with periodic major kitchen cleaning.

Working Schedule

- _____ a. Notify Director of Food Services whenever leaving building and grounds.
- _____ b. Follow assigned work schedule.

5. Other Responsibilities

- _____ a. Maintain friendly and courteous relationships with co-workers.
- _____ b. Perform nonroutine duties as assigned by Director of Food Services.

(Over)

Comments: _____

Supervisor Date _____

Employee Date _____

The employee's signature indicates that the employee has read the above evaluation and has received a copy and does not necessarily mean that the employee agrees with all the observations and comments. Employees are invited to attach any additional comments to this evaluation.

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