

JOB DESCRIPTION

FIRST COOK

WORK SCHEDULE: 38 Weeks

JOB CLASSIFICATION: CF-3

SALARY SCHEDULE: 2

CIVIL SERVICE: Classified

RESPONSIBLE TO: Cafeteria Manager/Supervisor of Cafeterias

- QUALIFICATIONS:**
1. Ability to do cooking on a large scale via following standardized recipes, assume responsibility for the finished product.
 2. Knowledge for the use, cleaning and maintenance of equipment used in preparation of food.
 3. Ability to keep accurate records and complete reports, good communication skills.
 4. Ability to get along with students, faculty and coworkers.
 5. High school diploma or equivalent desired.
 6. Cafeteria experience or equivalent helpful.
 7. Must possess and maintain a good attendance record.

MAJOR FUNCTIONS:

The first cook is responsible for the preparation of meals for students and faculty per standard recipes and menus. To serve students attractive, palliative and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness. Supports all team nutrition concepts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In charge of preparing foods in accordance with standard recipes.
2. Maintains servery via batch cooking/continually supplies food during lunch periods.
3. Responsible for ensuring proper use of utensils during serving.

4. Provides feed back to cafeteria manager of food supplies needed specific to department.
5. Forecasts and maintains food quantities, records on production sheets based on faculty and student demands.
6. Assumes responsibility for sanitary conditions in work area based on National Sanitation Foundation Federal guidelines.
7. Must practice good personal hygiene, follow dress code and demonstrate safe food handling skills.
8. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to lift up to 50 pounds.
2. Bending, stooping, reaching, squatting required.
3. Must be able to tolerate extreme temperature ranges.
4. Must be able to safely operate all production equipment.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.