

**Job Description**

Cook

FLSA Classification

Non-Exempt

Reports to

House Director/Chef

Date

Revised: April 1, 2016

Summary

The position is responsible for preparing and/or directing the preparation of food to be served, complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. The cook is responsible for appropriate use of facility supplies and equipment to minimize loss, waste and fraud.

Essential Functions

- Coordinates menu planning and ordering for daily menus and special events
- Plans nutritious, well-balanced meals, food preparation, presentation, and for the proper care and storage of all food
- Prepares and lends assistance with meals (including breakfast, lunch and brunch) and food for special events
- Uses kitchen equipment and other kitchen supplies safely and responsibly
- Maintains a balanced food budget
- Maintains a current inventory of food products and rotates stock
- Assists in purchasing food and supplies locally to supplement food orders
- Maintains cleanliness of refrigerators, freezers, storage areas, stoves, equipment, utensils, sinks, counters, cupboards, and floors
- Prohibits loitering in the kitchen and unauthorized use of keys and food items
- Adheres to campus, Fraternity House Corporation Board, and chapter policies and rules

Competencies - key performance indicators to be successful in this position include:

- **Collaboration Skills:** Works well with others.
- **Customer Focus:** Meets the expectations and requirements of the residents and guests.
- **Organizing:** Uses resources effectively and efficiently and can organize multiple tasks.
- **Composure:** Handles stress when difficult situations arise.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixers, chef's knives, etc. The employee is frequently exposed to heat, steam, fire and noise and other hazards.

Physical Demands

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.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours are established by the House Director at the location.

Travel

No travel is expected for this position.

Required Education and Experience

Prior experience in a related food service position. Valid and current ServSafe certification required.

Preferred Education and Experience

High school diploma. Culinary education with certificate and/or degree preferred.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

House Director/Chef: _____

Employment Committee Chair/House Corporation President: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date _____