

**MILLVILLE PUBLIC SCHOOLS
FOOD SERVICE DEPARTMENT**

JOB DESCRIPTION

TITLE: COOK

QUALIFICATIONS:

- 1. ABILITY TO READ AND WRITE, KNOWLEDGE OF NATIONAL SCHOOL LUNCH PROGRAM, KNOWLEDGE OF FOOD SAFETY AND SANITATION REGULATIONS**
- 2. EXPERIENCE PREFERRED IN COOKING QUANTITY FOODS UTILIZING STANDARDIZED RECIPES.**

REPORTS TO: FOOD SERVICE MANAGER (FSM)

JOB GOAL: TO WORK HARMONIOUSLY WITH FELLOW ASSOCIATES BY SUPPORTING THE OVERALL GOAL OF SUPPLYING A QUALITY, NUTRITIOUS AND SAFE FOOD PROGRAM FOR THE STUDENTS AND STAFF OF THE SCHOOL.

PERFORMANCE RESPONSIBILITIES:

1. PREPARE ALL HOT FOOD FOR LUNCH AND BREAKFAST MEAL.
2. CLEAN ALL COOKING EQUIPMENT AND COOKING AREAS.
3. CLEAN UTENSILS USED IN FOOD PREPARATION.
4. STORES ALL LEFTOVER FOODS PROPERLY.
5. UTILIZES STANDARDIZED RECIPES.
6. KEEP A RECORD OF ALL YIELDS USED IN PREPARATION.
7. RESPONSIBLE FOR ALL ADVANCED FOOD PREPARATION, FOR EXAMPLE, TAKING MEATS OUT OF FREEZER, REFRIGERATION OF FRUITS, ETC.
8. INFORM FSM WHEN STOCK IS NEEDED.
9. OTHER DUTIES AS ASSIGNED BY FSM OR FOOD SERVICE DIRECTOR.

EVALUATION: PERFORMANCE OF THIS JOB WILL BE EVALUATED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF EMPLOYMENT AS SET FORTH BY THE MILLVILLE BOARD OF EDUCATION AND THE MILLVILLE EDUCATION ASSOCIATION.

TERMS AND CONDITIONS OF EMPLOYMENT: SALARY AND WORK YEAR TO BE ACCORDING TO THE CURRENT SCHEDULE AND MEA CONTRACT