



Adrian Dominican Sisters

## JOB DESCRIPTION

### Cook

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Approved By: *Susan Kremski*

**DEPARTMENT:** Food Services

**REPORTS TO:** Director of Food Services/Assistant Food Service Manager/Food Service Supervisor

**FLSA:** Nonexempt

### **GENERAL SUMMARY:**

Responsible for preparing meals and other food items on campus consistent with the mission, vision and values of the Adrian Dominican Sisters.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for opening or closing the department.
2. Responsible for checking and recording temperatures of all freezers and refrigeration.
3. Responsible to report any malfunctions to Supervisor and maintenance department, as necessary.
4. Responsible for breakfast, lunch or dinner preparation according to the posted daily menu and production sheets, while making use of any leftover items and following standardized recipes.
5. Responsible for break-down, labeling and storage of any leftovers from the meal period.
6. Responsible for maintaining proper quantity of food available as requested by dining room attendant.
7. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing safety and health while performing duties.
8. Responsible for any additional duties as scheduled or requested by the director or his/her designee.

### **REQUIREMENTS:**

#### **Education:**

- A High School diploma is required.

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- Further studies toward an associate’s degree.

**Experience:**

- 1-3 years experience as a cook.

**Knowledge, Skills, and Abilities:**

- Ability to read, write and follow written and oral instructions.
- Knowledge of and ability to use quantity cooking equipment.
- Ability to interact with a variety of personalities.
- Ability to deal with some stress provoking factors associated with a broad base of people and time constraints.
- Possess service oriented attitude.
- Exhibits superior level of expertise in food preparation, and is able to pass knowledge on to relief cooks through interaction.

**Physical:**

- Must be able to sit, stand, and walk about up to 8-hours per day.
- Must be able to frequently stoop, bend, reach, and carry approximately 35 pounds.
- Must be sighted and capable of hearing.

**WORKING CONDITIONS:**

- Generally busy department with numerous interruptions.
- Subject to temperature changes in the department created by food service equipment.
- Hours will vary depending on need.
- Some weekend work may be required.
- Full Time.

**ACCOUNTABILITY:**

Accountable to: Director of Food Services

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

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Co-Worker (print)

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Co-worker (sign)

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date