

Sample Position Description (Cook)

Job Title: Cook		Effective Date:	
Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foods for consumption by children and some adults.			
Responsibilities:		% Time	
Reads from menu and recipes to estimate food requirements and orders food from supplier or procures it from storage.		_____ %	
Prepares food according to food safety requirements, and records temperatures of equipment and food at time of service. Reinforces the practice of frequent hand-washing and takes steps to prevent cross-contamination.		_____ %	
Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and/or steam kettles.		_____ %	
Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment, such as blenders, mixers, grinders, slicers, and tenderizers, to prepare soups, salads, gravies, desserts, sauces, and casseroles.		_____ %	
Bakes, roasts, broils, or steams meats, fish, vegetables, and other foods.		_____ %	
Adds seasoning to food during mixing or cooking, according to standardized recipes.		_____ %	
Observes and tests food being cooked by tasting, smelling, and taking the internal temperature of food to determine that it is cooked.		_____ %	
Carves meat, portions food on serving plates, and adds gravies, sauces, and garnishes to food orders.		_____ %	

May supervise other cooks and kitchen employees.	_____ %
May wash, peel, cut, and shred vegetables and fruits to prepare them for use.	_____ %
May bake bread, rolls, cakes, and pastry.	_____ %
Keeps accurate records of amounts used.	_____ %
Clean up as necessary.	_____