



“Where Each Child’s Well-Being Is Our Main Concern”

JOB DESCRIPTION – COOK

RESPONSIBILITIES:

As a Cook –

- Responsible individual may consult with supervisor to determine best methods of preparation for individual food items.
- May assist in planning menus and in devising means of using left-over foods.
- May cook various foods in respective to manus on hands.
- May prepare special menus.
- May substitute menus.
- May replace an item with equivalent in case of lack thereof.
- May clean kitchen, storeroom, and refrigerators.
- May perform related work as required.

Knowledge and Experiences –

- Thorough knowledge of the materials, methods, and equipment used in preparing food.
- Considerable knowledge of health hazards in food preparation and service, and of necessary precautionary measures.
- Considerable knowledge of a large variety of food recipes.
- Ability to work from written menus and standard recipes.
- Ability to plan and lay out work in a manner conducive to full performance and high morale.
- Ability to take inventory and keep records of foodstuffs used.
- Ability to give significant assistance in planning menus, devising ways of using left-over foods, and determining quantities of foodstuffs required in preparing regular meals.
- Ability to do mathematical calculation, evaluate quantity for proper food distribution according to children’s age.
- Understanding the concept “First in and First out” consumption principle.

Cook’s Signature: _____

Date: _____

PS. Submit your resume as an attachment.