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[COMPANY NAME] JOB DESCRIPTION

Position: Cooks, Institution and Cafeterias

Job Description:

Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.

Job Tasks:

- Cook foodstuffs according to menus, special dietary or nutritional restrictions, and numbers of portions to be served.
- Clean and inspect galley equipment, kitchen appliances, and work areas in order to ensure cleanliness and functional operation.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Bake breads, rolls, and other pastries.
- Clean, cut, and cook meat, fish, and poultry.
- Compile and maintain records of food use and expenditures.
- Determine meal prices based on calculations of ingredient prices.
- Requisition food supplies, kitchen equipment, and appliances, based on estimates of future needs.
- Apportion and serve food to facility residents, employees, or patrons.
- Monitor menus and spending in order to ensure that meals are prepared economically.
- Monitor use of government food commodities to ensure that proper procedures are followed.
- Plan menus that are varied, nutritionally balanced, and appetizing, taking advantage of foods in season and local availability.
- Take inventory of supplies and equipment.
- Train new employees.
- Wash pots, pans, dishes, utensils, and other cooking equipment.

Required Knowledge:

- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs

assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- **Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Required Skills:

- **Service Orientation** -- Actively looking for ways to help people.
- **Mathematics** -- Using mathematics to solve problems.

Abilities Required:

- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Job Activities:

- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **Monitoring and Controlling Resources** -- Monitoring and controlling resources and overseeing the spending of money.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.

I _____ acknowledge that I have read and understood this job description for the position of Cooks, Institution and Cafeterias.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____