



**TITLE:** GENERAL COOK

**DEPARTMENT:** School Food Services

**TITLE OF SUPERVISOR:** School Food Services Manager

**QUALIFICATIONS:** High School diploma or equivalent, desirable.  
Must be able to read and write.  
Must be able to follow oral and written instructions.  
Must be receptive to change.

**TERMS OF EMPLOYMENT:** The work year will be for a school term.

**EVALUATION:** Performance of this job will be evaluated by the manager, annually.

**GENERAL RESPONSIBILITIES:** Serves attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

**DESCRIPTION OF DUTIES:**

1. Assists in the preparation of all food portions on a regular rotating schedule.
2. Serves students and staff working areas.
3. Maintains clean, sanitary working areas.
4. Sets up serving line, cleans serving area and dining area.
5. Maintains and uses equipment with care.
6. Runs dish machines and replaces trays and silverware.
7. Washes pots and pans.
8. Cleans and mops kitchen floor.
9. Maintains the trash and garbage collection area in a neat and sanitary fashion.
10. Performs related duties as required including duties at special meal functions.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**