



GREEK HOUSING MANAGEMENT, LLC

Minimum Performance Requirements for Cook

1. The Cook reports directly to the House Director.
2. Responsible for checking in with the House Director subject to his/her instructions when arriving to work, when on lunch breaks, and also before leaving at the end of the day so that he/she can be paid properly.
3. Responsible for working at the chapter house during the hours scheduled by the House Director. Any change in this schedule (days off, early departure time) must be approved by the House Director and/or the chapter of Sigma Alpha Epsilon in advance. The Cook is responsible for calling the House Director before his/her start time on the day that he/she is going to miss if calling in sick or for an unexpected absence.
4. Responsible for preparing a variety of nutritious, wholesome meals according to the chapter schedule which will be given to him/her by the House Director. As much as possible, meals are to be prepared "from scratch". Prepackaged or frozen meals served on a regular basis are not acceptable. It may be appropriate to prepare, leave in crock pot or casserole; salad, or sandwiches (prepare tray of cold cuts or chicken salad, tuna salad, or egg salad) and leave in the refrigerator. Desserts, cookies, bars at the discretion of the Cook, but must be approved by the House Director. When the house does not have a House Director, the approval will be given from the house steward.
5. Responsible for maintaining a clean and sanitary kitchen area. This includes the kitchen, pantry, and storeroom. Responsible for cleaning all accessible areas of the stove, grill, and oven (including vent hood filters) as needed; and cleaning and defrosting the refrigerator and freezer on a regular schedule (refrigerator, bi-weekly, and freezer, monthly). Daily cleaning should include: wiping of all counters, work areas, and milk machine with a disinfecting solution, sweeping kitchen area, wiping all spills in any related area, washing and drying tea towels and hot pads, as needed at the Chapter of Sigma Alpha Epsilon's expense.
6. Responsible for maintaining a neat, sanitary, and work appropriate personal appearance. Personal hygiene and adequate hand washing are mandatory. A professional attitude toward sales personnel, chapter members, alumnae, and the House Director should be maintained at all times.
7. Responsible for preparing meals taking into consideration nutrition, food availability, and budget requirements. Consult with House Director and House Steward on menu planning. Efforts should be made to use leftovers, to minimize waste and discard due to spoilage, and to use food in an appropriate length of time. Leftovers will be stored in the refrigerator or freezer in plastic containers and labeled as to date and contents.
8. Responsible for ordering or purchasing all food supplies for breakfast, lunch, and dinner in consultation with the House Director on purchases of food and supplies. Budget guidelines will be followed.

9. Responsible for cleaning the kitchen area of all dishes or pots and pans used in food preparation before his/her shift ends. Bussers, if utilized, will clean remaining dishes, pots, and pans.
10. In consultation with the House Director, responsible for the kitchen and dining room supervision of the Busser staff.
11. Responsible for preparation of an occasional meal or dessert as necessary for special events. Cook shall be given one week's advance notice if possible by the House Director or Chapter President. Must keep track of any expenses related to the special event and turn this information in to the House Director.
12. The chapter members may request your cooking for their own events, for which they would arrange payment. This must be submitted to the House Director and approved by Greek Housing Management, LLC. Must keep track of any expenses related to the special event and turn this information in to the House Director.
13. Responsible for contacting the House Director when repairs of kitchen items or equipment are needed. Cook or House Director will oversee repairmen when they are in the kitchen.

ADDITIONAL RESPONSIBILITIES

The following three items should be discussed with the House Director each fall and spring as the duties are shared by the House Director and Cook.

1. While the Kitchen Assistants are hired by the House Director, they should be supervised while in the kitchen and dining room areas by the Cook. The House Director will supervise them if the Cook is not present. The House Director will verify the hours and days worked by each of the Kitchen Assistants and forward that information to the Chapter of Sigma Alpha Epsilon on a bi-weekly basis.
2. Ordering of paper products and cleaning supplies can be decided by either the House Director or Cook.
3. It is the duty of both the House Director and Cook to maintain costs within the allotted budget. The Greek Housing Management, LLC will periodically consult with the House Director and Cook regarding the budget.