

CRANE ELEMENTARY/CRANE UNION HIGH SCHOOL DISTRICTS

JOB DESCRIPTION

Title: Dinner Cook - dorm

Primary Responsibility: _____

Hours: As scheduled by the superintendent and the board of education.

Salary & Benefits: Salary as established by the board of education as related to responsibilities and performance. Fringe benefits as established by the board of education.

Reports to: Bonnie Kelley

Duties may include all or part of the following:

1. Take care of any special duties such as meat in ovens, stocking groceries, etc.
2. Make dessert.
3. Start preparations for dinner meal.
4. Wash and clean dishes and such as used in cooking.
5. Clean in kitchen when time permits.
6. Wednesday's clean-up night, assign duties to kitchen crew.
7. Have food out for serving at set time for dinner.
8. Make sure kitchen help gets everything picked up and put away.
9. Clean griddle and oven if used for cooking dinner.
10. Make sure kitchen help has everything done. Sweep up and turn everything off and lock up kitchen.
11. Carry out job duties and responsibilities in a manner which assures the safe and healthful operation of school.
12. Adhere to all policies, rules and regulations as adopted by the school board and outlined by the superintendent.
13. Perform other job-related duties and responsibilities as assigned.