

GUIDE FOR COOK

(from *Guide for Officers*, Theta Xi Fraternity)

DUTIES OF THE COOK

Job Summary:

Prepares food items daily, under the direction of the house manager.

Cleans cooking equipment, kitchen, and maintains sanitation codes and standards in the kitchen.

Receives directions from and reports to the kitchen steward.

- Prepares and cooks food items for scheduled meals and special events.
- Works and communicates with the kitchen steward and Resident Advisor as necessary, to ensure efficient and effective ordering of food items and supplies.
- Cleans all equipment and work areas as required to meet state health codes and standards.
- Reviews planned meals and recommends food and supply items necessary for preparation of healthy meals.
- Supervises assistants (brothers) in the setting-up and cleaning-up of meals and kitchen facilities.
- Encourages and fosters a family environment with the chapter's members and guests.
- Performs other kitchen related responsibilities as assigned by the kitchen steward and/or president.