

# COOKS

Developing a meal plan is a good way to help create a positive chapter environment. Members eating together is a sign of chapter quality. The following are sample guidelines only—each alumni and volunteer corporation will have its own specific requirements and duties. These should be clarified at time of hiring. Typically, the resident advisor is responsible for the supervising cook.

## REQUIREMENTS

- Skill and experience in quantity cookery
- An acceptance of position on a salary basis, not an hourly basis.
- Availability to prepare meals for additional functions, special events, etc.
- Maintain a neat and clean appearance. Wear a hair cover and uniform at work.
- Present a food handler's health certificate.
- Operate the chapter's meal plan Monday through Friday (breakfast, lunch, and dinner).

## DUTIES

- Prepare planned meals alone except when an assistant is assigned this duty.
- Ensure the planned meals are nutritiously balanced and healthy.
- Breakfasts and lunches are prepared alone.
- Dinners and special occasions are prepared with assistants.
- Daily number of servings per meal varies with the size of the chapter.
- On Monday evening, dinner is formal.
- Special occasions—recruitment, alumni functions, parents weekend, etc.
- Supervises serving of food
- Care of food supplies and leftovers.
- Advise resident advisor to quantity of food needed.
- Develop menu suggestions for meal planning.
- Make salads.
- Prepare vegetables.

- Prepare main entrées.
- Prepare desserts.
- Check and store groceries that are delivered each day.
- Check delivery of kitchen laundry and cleaning supplies.
- Defrost and clean refrigerator once a week.

Pay is determined by each alumni and volunteer corporation, but generally cooks are paid \$375 to \$650 per month, with an average of \$575.

## **CONDUCT & DRESS**

For the considerations to be received and subject to the terms stated, the cook shall observe the following requirements:

- Dress and personal appearance shall be neat and clean.
- Kitchen and house rules, as determined by the chapter and alumni and volunteer corporation, shall be posted and observed.
- Cook shall abide by Sigma Phi Epsilon's "Statement on Chapter & Individual Responsibility."
- Offensive conduct, refusal to perform duties satisfactorily, or refusal to obey rules shall be grounds for immediate termination of employment.

## **MISCELLANEOUS**

An inventory of all equipment, furnishings, and other items in the kitchen should be taken and signed when the cook begins work in the chapter facility.