



## **November 2022**

Job Title: **Cook**

Job Classification: **Staff**

Employment Status: **Non-Exempt**

Supervisor: **Executive Chef**

Yearly Cycle: **12 Month**

### **Job Summary:**

The Cook's position is the heart of the culinary team. Responsibilities include preparing and presenting all meals, helping to maintain inventory, assisting with menu development and recipes in coordination with the Chef and Sous Chef; and setting up and breaking down the kitchen.

### **Miss Hall's School Mission:**

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

### **DE&I Statement:**

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

### **Responsibilities**

- Prepare food according to standardized recipes and techniques
- Keep "clean-as-you-go" attitude
- Store Food in a sanitary fashion in designated areas
- Maintain clean floors and workstations
- Empty trash and recyclables as needed
- Assist Chef and Sous Chef of prep and food production
- Maintain temperature logs of refrigeration equipment
- Help put up orders in designated areas and help restock areas as needed
- Set up or break down kitchen prep area at beginning or end of shift
- Alert team members of broken equipment or issues
- Provide excellent customer service to our Students and MHS Community
- Other duties as assigned by the Executive Chef or Sous Chef

### **Required Knowledge, Skills and Abilities**

- High School diploma
- Ability to work well in a team
- Initiative and willingness to do job at hand



- Understanding of basic kitchen protocol
- Knowledge of cooking techniques, including batch cooking, sautéing, braising, and making soups, stocks, and sauces
- Experience with high-volume kitchen
- Ability to follow set recipes and maintain quality of food
- Catering experience
- Fine dining experience
- ServSafe certification a plus
- Attention to detail
- Willingness to learn

### **Physical Demands**

- Regular, reliable, and timely attendance at all times required by the School, including ability to work nights, weekends, and during emergencies.
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to others accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels, with or without correction, and having the ability to receive detailed information through oral communication and making fine discriminations in sound.
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Communicating with others, including by written word, to exchange information.
- Must be flexible, in order to ensure effective coverage as needed during evening hours, weekends, holidays, and special events