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**Position:** Cook - Simpson

**Type:** Full Time Non-Exempt

**Summary:** The cook should diligently and to the best of his/her ability prepare all meals provided at the chapter facility while maintaining and operating a clean, sanitary and safe kitchen.

**Qualifications:**

- 2 to 5 + years of related experience
- Possesses kitchen management, staff relations, customer service and safety standards skills.
- Possesses skills to operate a computer including web browsing, email and Office products.
- Meet specified physical requirements of lifting no more than 40 lbs, standing on tile floor for long periods of time, and use of hands to handle and control tools.
- Ability to model, teach, and promote Tri Delta's employee values
- Ability to use proper discretion and independent judgment in carrying out the primary responsibilities below

**Reports To:** House Director

**Supervises:** N/A

**Primary Roles:**

- Regularly clean kitchen supplies and utensils.
- Ensure trash receptacles are emptied daily.
- Ensure dishes are washed after each meal.
- Clean kitchen daily.
- Prohibit residents from loitering in the kitchen.
- Promptly notify the house director of any maintenance problems or unsafe conditions in or around the kitchen.
- Prepare planned meals and ensure that meals are nutritiously balanced and healthy; meals shall regularly include salads and vegetables.
- Work and coordinate with the house director with regard to ordering of food and supplies. The cook shall not order any food or supplies without the express consent or authorization of the house director.
- Properly care for supplies and leftovers.
- Thoroughly check and store food and supplies that are delivered to the chapter and promptly remit any purchase orders or purchase receipts from the food vendor to the house director.
- Observe kitchen and chapter rules, as determined by the house director.
- Refrain from the use of alcohol or drugs in and around the chapter territory.
- Maintain a professional relationship with all chapter member and residents, employees and volunteers.

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- Immediately notify house director of any accidents or injuries while on duty.

**Primary Responsibilities:**

- Follow all Tri Delta Fraternity and chapter policies, procedures and guidelines.
- Ensure that the kitchen is clean, orderly and free from unnecessary hazards and dangers.
- Offer logistical support for chapter priorities, programs and initiatives.
- Establish and maintain vendor relationships for the procurement of all goods and services necessary for the efficient operation of the kitchen.
- Report to the house director any action necessary to properly maintain the kitchen and its equipment; Advise when items or supplies need to be replaced and/or repaired and recommend capital improvements as needed throughout the year and when requested.
- Reconcile and report all kitchen expenditures as outlined by the house director; operate within specified budget for meals and kitchen supplies.
- Follow expense approval and expense reporting processes and procedures.
- Submit hours and payroll through Tri Delta's approved online payroll system.