

# Cook Daily Schedule

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Hours: 5:30 a.m. - 1:30 p.m. -- High School  
6:00 a.m. - 2:00 p.m. -- All other schools

Cook: \_\_\_\_\_

- 1 Turn on lights, equipment. Check and chart temps for freezer/refrigerator.
- 2 Check menu for day and reference school recipe.  
Pull necessary items from freezer and storage.  
**CHECK FOR STUDENTS WITH FOOD ALLERGIES.**
- 3 Report any problems to Cook III or Principal at location.
- 4 Prepare items for breakfast and set out necessary items (yogurt, fruit, cereal, etc.)
- 5 Refill necessary supplies such as silver/plastic ware, napkins, etc.
- 6 Prepare and serve breakfast according to school schedule and delivery method.  
\*\*Remember to check the temperature of necessary items prior to serving.
- 7 Clean up from breakfast and prep for next day.
- 8 Prepare lunch as per daily menu.
- 9 Prepare items for salad bar. Reference Salad Bar Guidelines.  
Chart item temperatures as necessary.
- 10 Serve lunch according to the school schedule and clean up as necessary.  
\*\*Remember to check the temperature of necessary items prior to serving.
- 11 Return food to refrigeration or discard as necessary.
- 12 Make sure trays, silverware, pots, pans, tables, etc. are clean.
- 13 Sweep/mop/clean floors and equipment daily as necessary.
- 14 Check menu for next day and place items in refrigerator to thaw as necessary.
- 15 Prep as much as possible for next day. Help with production records for day.

**OBSERVE AND FOLLOW ALL FOOD HANDLING AND SAFETY PRECAUTIONS.**  
**Report any defective equipment or problems to Cook III or school principal.**

Other instructions for substitutes:

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Cook Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_