



Fraternity Cook Program

This program is designed to facilitate the cook in developing a long-lasting personal relationship with the members of the Fraternity. We believe a respected cook has positive impacts to recruitment and overall satisfaction of the actives. Although ensuring high quality food is readily available, a successful Cook Program makes a significant difference on one's experience with fraternity house living.

Although the Fraternity would act as the employer to the cook, Nittany Co-Op will be highly involved by providing the cook with all the necessary tools and training to implement a high quality service. We will provide regular consultation and assistance to both chapter officers and the cook to ensure expectations are being fulfilled by all. We will review approved budgets to ensure all agreed upon parameters are also being followed. We are positioned to be a resource for all and our primary interests lie with our Member Organizations.

Food Service:

- Lunch: Monday through Friday
- Dinner: Monday through Friday
 - Friday's dinner would be made by cook but self-served as needed
- Beverages and Cold Breakfast available 7 days a week
- Self-serve food available for weekend use
- Option to coordinate catered meal for Sunday dinner if needed

HR Services provided by Nittany Co-Op:

- Cook placement
 - Place ads in local papers, review applications, provide recommended choices for final review
 - Coordinate and assist with interview process
- Develop specific job description and job duties relevant to an individual chapter's kitchen operations
 - Hours worked, safety parameters followed (i.e. hairnets, gloves, sanitation, etc)
- Provide a template contract for employment
- Assist in annual Performance Evaluations
 - Assist Kitchen Manager with review of cook and identify solutions to any potential issues
 - Recommend a standard COLA/performance percentage increase based on conditions and review
- Outline expectations from both parties
- Provide payroll processing services including tax filing requirements (\$300 per semester)

Resources provided by Nittany Co-Op:

- Nationally Greek recognized professional support from Culinary Consultants
 - Help develop a high quality food operation that will provide numerous benefits to House living
- Menu planning templates with meal ideas and recipes for cooks
- Budget planning assistance and templates
- Food safety & best practices training for cooks
- Weekly cook visits by Nittany Co-Op's Member Services Manager to assist with all necessary vendor issues
 - Will provide info on cost savings and new programs being developed to benefit members
- Cook training by Nittany Co-Op Food Services Coordinator at no additional cost
- Weekly newsletter distributed with helpful advice and tips

Additional Perks to Cooks provided by Nittany Co-Op at no additional Cost

- Bi-annual meetings with vendors to learn new practices
- Safe-serve certification assistance
- Delivered flowers or small gift on cook's birthday
- Summer trip for all cooks at no additional cost to Fraternity
- Promotional gifts like aprons, canvas bags, etc
- Access to quality insurance coverage (could be paid for by individual or by chapter)

Costs:

- See budget template for complete analysis of fixed and variable costs.
- Catering services for special events (parent's weekend, homecoming, initiation dinner, etc...) are not included. Such occasions will be handled on a case-by-case basis. Expected charges are for costs related to extra food ordered for the events.

Cook Expectations to be Determined Before Hiring (*sample expectations below*)

- Work hours:
 - Mon-Thurs: 9:00am – 5:00 pm (allow hour window in morning for last minute preparations)
 - Friday: 9:00 – 3:00 pm (allow hour window in morning for last minute preparations)
- Providing appropriate food as follows:
 - Lunch and dinner meals: consistent with sample menu ideas as provided
 - Breakfast foods: defined as some combinations of peanut butter, jelly, cream cheese, bagels, bread, fruits (apples, oranges, bananas), oatmeal, cereals all resupplied daily
 - Beverages: defined as milk (low fat and skim), fruit juice, various teas, coffee and soda machines, all resupplied regularly
 - Snacks: defined as some combination, but not limited to microwavable popcorn, Ramen oriental noodles, yogurt, granola bars, potato chips, Easy Mac, all resupplied weekly
 - Necessary dietary or allergy alternatives
- Ordering cleaning, janitorial and paper products (can liners, dish soap, chemicals, towels, cups, plates, napkins, etc) utilized in the food preparation and serving products
- Daily kitchen clean-up which includes, but is not limited, washing pots and pans, cleaning all cooking and preparation areas, mopping floor surfaces, cleaning of beverage machines and setting up necessary serving arrangements
- Coordinating procurement and delivery orders with any necessary vendors such as but not limited to:
 - US Foods
 - Curtze
 - Sysco
 - Gallikers Dairy
 - Schneiders Valley Dairy
 - Balfurd
 - Bread Delivery
 - Grocery stores
- Coordinating any necessary maintenance of kitchen equipment such as:
 - Hood cleaning
 - Appliance repairs
 - Grease removal
- Annual Performance Review
 - Help determines a step percentage increase on an annual basis (i.e. 3-5% increase based on performance)
- Additional Perks: dedicated parking spot, sick days, annual bonus, etc.
- Abiding by all state, federal and local health and safety codes and regulations.