

SAMPLE EMPLOYMENT CONTRACT FOR HEAD COOK

Be sure the contract is approved in advance by the house corporation and the health department (please refer to the sections about health department rules, etc.).

For the considerations to be received and under the terms stated below,
_____ agrees to perform and fulfill the duties of Head Cook for the
_____ Chapter of _____.

I. Terms of Employment

- a. From: _____ To: _____
- b. Vacation dates: _____
- c. Thanksgiving From: _____ To: _____
- d. Semester Break From: _____ To: _____
- e. Spring Break From: _____ To: _____

II. Remuneration

- a. The salary of the Head Cook shall be (\$ _____) per month, payable on the last day of each month following the date employed for _____ months.
- b. Federal and State withholding taxes shall be deducted.
- c. The chapter (will/will not) provide full Social Security coverage based upon a salary and perquisite figure tailored to the employee's situation and (will/will not) provide workman's compensation insurance.

III. Relations with Chapter Residents and Other Employees:

- a. In all contacts relating to employment, the planning of menus, food costs, and complaints, the Head Cook shall confer only with the House Director and persons officially delegated to represent the chapter.

IV. Health Standards

- a. A current food handler's health certificate shall be furnished by the Head Cook to the employer throughout the term of employment. In the event of illness which may become a threat to the health of the living group residents, temporary suspension of duties and/or a statement of adequate health signed by a qualified physician may be required by _____ chapter. A _____ County food service worker permit is required prior to employment.

V. Conditions of Employment

- a. When unable to perform the requisite duties, the Head Cook shall provide a substitute acceptable to the chapter. If absence is due to illness or disability, payment for the substitute shall be borne by the _____ chapter for a maximum of three (3) days per semester. Otherwise, the Head Cook will

assume the expense. Names, addresses, and telephone numbers of one or more substitutes shall be provided to the House Director by the Head Cook.

VI. Duties of the Head Cook

- a. Advise the House Director as to the quantity of food needed and assist with the planning of menus.
- b. Prepare planned meals alone except when an assistant is assigned this duty.
- c. With the exception of special occasions, meals shall consist of lunches and dinners on Mondays through Fridays plus prepared dinners which can easily be heated or completed by others on Saturdays. Daily number of servings per meal will vary but will average _____ to _____. Monday evenings with new members present will average _____ to _____. Other special occasions with guests will be recruitment events, guest dinners, moms' and dads' weekends, etc.
- d. Supervise serving of food. Servers sometimes help in dishing up food for individual servings and will need instructions as to the number to be served as well as the type of silver and dishes needed.
- e. Take care of food supplies and leftovers. Under no circumstances shall food be removed from the premises for consumption by employees.
- f. Maintain a neat and clean appearance (hairnet is required).

VII. Termination of Employment

- a. Termination of employment shall be effective upon approval of the House Director, the chapter president, and other boards or individuals designated by chapter.
- b. This contract may be terminated with or without cause by either party upon thirty (30) days written notice to the other party.

APPROVED:

House Director: _____ Date: _____

Chapter President: _____ Date: _____

Alumni/ae Advisor: _____ Date: _____

Head Cook: _____ Date: _____