



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Cook	Health	Center Coordinator/Area Manager
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

### POSITION SUMMARY

Cooks prepare and/or direct the preparation of food to be served complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures. Ensure appropriate use of program supplies and equipment to minimize loss, waste, and fraud.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Preparing or directing preparation of food served using established production procedures and systems
- Determining amount and type of food and supplies required using production systems; ensuring availability of supplies and food or approved substitutions in adequate time for preparation; serving or ensuring proper serving of food for tray line or dining room
- Complying with established sanitation standards, personal hygiene, and health standards; observing proper food preparation and handling techniques
- Storing food properly and safely by marking dates and items
- Reporting necessary equipment repair and maintenance
- Correctly preparing all food served following standard recipes and special diet orders; portioning food for serving
- Planning food production to coordinate with meal serving hours so that excellence, quality, temperature, and appearance of food are preserved
- Maintaining daily records
- Always keeping work area neat and clean; cleaning and maintaining equipment used in food preparation
- Performing all other duties as assigned

### MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- A High School Diploma or equivalent Preferred
- Must be 18 years of age
- Prior experience in related food service positions required

- Moderate reading and writing skills; ability to follow written and oral instructions and procedures
- Promotes positive public relations with guests
- Proficient interpersonal relations and communicative skills; cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment
- Current driver's license, insurance, and access to a reliable automobile during working hours.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is regularly required to lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. Employees are regularly exposed to kitchen equipment (e.g., oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef's knives).

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children's Council is an equal opportunity Provider.*

**Reviewed with Employee By:**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By:**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_