

## **POSITION DESCRIPTION**

Position: **Assistant Cook**  
Program: Reentry Status: Non-exempt  
Reports to: Food Services Supervisor Date Prepared: 05/2012

### **POSITION SUMMARY:**

The Assistant Cook is responsible for assuring quality service to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include assisting with the preparation of meals and serving meals to clients at the designated programs; receive and inventory foods, equipment and janitorial cleaning supplies. The Assistant Cook will demonstrate supportive interaction with program participants and team members, and perform all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
1. Participate in the preparation, cooking, and serving of meals in an institutional kitchen facility.
  2. Participate in storing, preparing, cooking, serving, and disposing of food and meal items.
  3. Ability to perform duties in safe sanitary food handling and proper preparation.
  4. Ability to perform proper safety procedures for all equipment used in a kitchen.
  5. Assure security of supplies and all areas of responsibility.
  6. Assist with the preparation of special diets as required.
  7. Measure and mix ingredients according to recipe , using a variety of kitchen utensils and equipment , such a mixers , food processors , and slicers.
  8. Cut and carve all types of meat, fish, and poultry.
  9. Bake, roast, broil, and steam wide variety of meats, fish, poultry, and main dishes; add seasonings to food during mixing or cooking according to recipe requirements.
  10. Prepare and cook sauces, soups, and gravies.
  11. Bake rolls, cakes, and pastries.
  12. Perform skilled cooking tasks for a variety of foods using institutional kitchen equipment.
  13. Direct and participate in the cleaning of dishes, pots, and kitchen equipment, as well as floors and walls of the kitchen, storeroom, and dining area.
  14. Inspect the cleanliness of the kitchen and dining area.
  15. Perform related duties as assigned.

- B. Responsible for all areas of daily program maintenance in compliance with company policies.
1. Report all variations in food preparations and meal delivery that can impact the program operations and security.
  2. Complete and maintain all records, logs, safety logs, and incident reports.
  3. Assist in monitoring inventory of program equipment and supplies and take appropriate action to replace or restock as needed.
  4. Secure approval for exceptions to standard policy.
  5. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
  6. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
  7. Communicate with service providers and external representatives as required.
  8. Direct available resources as required.
- C. Responsible for training and development of new staff.
1. Serve as part of the program development team by providing information and support for the development of quality operations.
  2. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.
- D. Responsible for self-development
1. Continually learn and enhance technical and interpersonal skills.
  2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Specific knowledge and experience with the following is required:

- Principles, procedures, and equipment involved in the large scale preparation of food.
- Sanitation and safety measures pertinent to institutional food service.
- Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment , and work areas.
- Basic principles and practice of dietetics and nutrition.
- CPR and First Aid training within ninety (90) days of employment, re-certification as necessary and T.B. testing annually.
- A valid California driver’s license may be required if asked to operate any VOA vehicle.

The following is preferred but not required:

- Knowledge of addiction and recovery
- Computer skills preferred but not required.

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
Oral and written communication skills  
Ability to assist other people  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS**

Lift and move up to 25 pounds  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Program Director or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise other food service staff.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Assistant Cook is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through loss of business contracts is possible.

**NUMBER OF EMPLOYEES**

No employees report to this position.

**This job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_