

## **POSITION DESCRIPTION**

Position: Lead Cook  
Program: Elise A Dunn PSC  
Reports to: Experienced Cook 1  
Status: Non-exempt  
Date Revised: 02/2020

### **POSITION SUMMARY:**

The Lead 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 preparing meals and serving meals to clients at the designated programs; receive and inventory foods, equipment and janitorial cleaning supplies; train and direct the work of others in the kitchen as assigned. The Lead 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 program.
  - 1. Responsible for preparation, cooking, and serving of meals in an institutional kitchen facility.
  - 2. Perform duties in safe and sanitary manner, using food handling and proper preparation techniques.
  - 3. Perform proper safety procedures for all equipment used in a kitchen.
  - 4. Assure security of supplies and all areas of responsibility.
  - 5. Determine amount of food needed to prepare for the planned menu.
  - 6. Prepare food for special diets needs as required.
  - 7. Measure and mix ingredients according to recipe.
  - 8. Perform skilled cooking tasks for a variety of foods, using utensils and equipment, such a mixers, food processors, and slicers.
  - 9. Cut and carve all types of meat, fish, and poultry.
  - 10. Bake, roast, broil, and steam a wide variety of meats, fish, poultry, and main dishes; add seasonings to food during mixing or cooking according to recipe requirements.
  - 11. Prepare and cook sauces, soups, and gravies.
  - 12. Bake breads, cakes, and pastries.
  - 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. Document and report all variations in food preparations and meal delivery.
  - 2. Complete and maintain all records, logs, safety logs, and incident reports.
  - 3. Monitor inventory of program equipment and supplies and take appropriate action to replace or restock as needed.
  - 4. Secure approval for exceptions to standard policy or procedure.

5. Notify management and assist in the solution for 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. Responsible for department orientation and training for new employees as requested to assure quality work outcomes.
  2. Identify and facilitate appropriate ongoing training for both new and existing staff and report outcome to Experienced Cook 1.
  3. Serve as part of the program development team by providing information and support for the development of quality operations.
  4. 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 all staff meetings, assigned training, seminars, and complete required certifications, i.e. CPR, First Aid, etc.

**EDUCATION AND EXPERIENCE:**

Two or more years of related experience is required. Prior experience with supervising others strongly desired. 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.
- Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
- Understand and communicate to others basic principles and practice of diets 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 and ability to meet insurance carrier's guidelines.
- Basic computer skills

**SPECIFIC SKILLS REQUIRED:**

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

**PHYSICAL REQUIREMENTS:**

Lift and move up to 50 pounds  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are regularly performed independently with accessible guidance and direction from the Experienced Cook 1. 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 will supervise other staff as needed in the absence of the Experienced Cook 1.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Lead 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 directly to this position on a regular basis.

**This Lead Cook 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 \_\_\_\_\_