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|  | **Hubert H. Humphrey Job Corps Center****Company Profile:** We support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further their education.  |
| **Position Title:** | Cook | **Reports To:** | Food Services Manager |
| **Department:** | Food Service | **FLSA Classification:** | Non Exempt |
| **Job Grade:** | 3 | **EEO-1 Classification:** | 09 – Service Workers |
| **Last Revision Date:** | 5/1/18 |  |  |
| **SUMMARY OF POSITION FUNCTION:**  |
| Responsible for preparing center meals, establishing menu and determining quantities of food. |
| **MAJOR DUTIES AND RESPONSIBILITIES:** |
| * Prepares quantities of food according to the menu and number of students/employees, in accordance with local, state, and national food safety regulations.
* Ensures proper set up of food items on the serving lines as directed by the Senior Cook.
* Assists in serving meals.
* Adheres to all state guidelines concerning food safety and proper food handling procedures, and cleans assigned areas.
* Sets up and helps serve food items on the serving lines.
* Responsible for daily production sheets for food preparation, pull sheets, and inventory control.
* Maintains inventory of foodstuffs and requests additional food as necessary.
* Assists in cleaning and maintaining kitchen and dining areas.
* Reports unsafe of unsanitary conditions in the kitchen/dining area.
* Insures leftover foods are properly covered and stored.
* Supervises and assists culinary arts and work-based learning students in proper food preparation and storage. Directs work of students who are assigned to serving line.
* Maintain daily record of temperature (HACCP).
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| **Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.**  |
| **SKILLS/COMPETENCIES:** |
| * Knowledge of safety and sanitation requirements in food preparation and storage
* Knowledge of methods of preparing cooking and serving food
* Proven ability to plan and sequence the timing of food and preparation of tasks
* Ability to multi-task and work effectively under pressure
* Ability to follow oral and written instructions; excellent organizational skills
* Ability to establish and maintain effective working relationships with others
* Proficient in the use of computer software such as MSWord, Excel and Outlook, etc.
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| **EDUCATION REQUIREMENTS:** |
| * High School Diploma or GED
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| **EXPERIENCE:** |
| * 2 years of work related experience in a cafeteria/food service setting.
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| **OTHER:** |
| * Must be ServSafe-certified or have the ability to be certified
* Must possess a valid driver’s license with an acceptable driving record
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| **ADA REQUIREMENTS:** |
| **In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose an undue hardship on the company.** **Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.****PHYSICAL ACTIVITIES**: * Reading, writing and communicating fluently in English
* Hearing and speaking to express ideas and/or exchange information in person or over the telephone
* Seeing to read labels, posters, documents, PC screens, etc.
* Sitting, standing, moving about or walking for occasional or frequent periods of time
* Dexterity of hands and fingers to operate a computer keyboard, kitchen equipment and utensils
* Kneeling, bending at the waist, stooping and reaching overhead
* Retrieving and storing files and supplies; occasionally carrying and/or lifting light objects

**WORKING CONDITIONS:** * Campus and cafeteria setting
* Indoor and outdoor environment
* Exposure to heat from ovens, burners and steam trays
* Moderate exposure fumes, smoke or gases; solvents; grease and oils
* Exposure to cutting and slicing equipment and machines with moving parts
* Exposure to moderate to high noise levels from kitchen equipment and students at meal times
* May be required to work a flex schedule to include evenings and/or weekends
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| **By signing below, I acknowledge that I have received a copy of the Position Description and I am expected to read and familiarize myself with the contents pertaining to the functions and responsibilities of the position.**  |
| **Employee Print Name:** |
| **Employee Signature:** |
| **Date:** |