

POSITION: *COOKS*
DEPARTMENT: *ROBERT J. KINSEY YOUTH CENTER*
WORK SCHEDULE: *VARIES*
JOB CATEGORY: *LTC-LABOR*

DATE WRITTEN: *7/19/04*
DATE REVISED: *10/02/2015*

STATUS: *Full-time and Part-time*
FLSA STATUS: *Non-Exempt*

Prepare and serve meals for residents and staff according to approved guidelines, menus and dietary needs.

DUTIES:

Prepare and serve meals according to menus and standards.
Maintain sanitation and health standards in food storage and preparation.
Keep all pertinent records for reporting.
Encourage residents to consume a balanced diet.
Understand portion control and how to adapt and maintain a pleasant atmosphere.

SKILLS:

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to read and interpret documents such as recipes, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent to draw and interpret bar graphs.

EDUCATION:

High school diploma or general education degree (TASC), or one to three months' related experience and/or training; or equivalent combination of education and experience. Ability to operate commercial size kitchen equipment, understand portion control, understand nutrition and dietary measures. Certified in Universal Precautions, First Aid, annual nutrition training and CPR

PERSONAL WORK RELATIONSHIPS:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to be able to infrequently sit, use hands and fingers, and talk or hear. The employee is frequently required to stand, walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus. This position can be physically demanding.

WORK ENVIRONMENT:

Duties are performed mostly in an environment with moderate noise levels. Will work near moving mechanical parts, with extreme heat, around toxic or caustic chemicals, and may be exposed to the risk of electrical shock.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES _____ NO _____

Applicant/Employee signature

Date