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| Job Title: | **Assistant Cook** |
| Department: | **Senior Nutrition** |
| Reports to: | **Meals on Wheels Coordinator** |
| Grade: | **SN 20 (full-time) or SNP 20 (part-time)** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Lisa Robitshek** |
| Date: | **November 7, 2019** |
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| Purpose:  To perform all duties assigned by the Head Cook including the preparation of food to be served, complying with all applicable sanitation, health and personal hygiene standards, and following established food production procedures and nutritional guidelines. | |
| Essential functions:   * Assist with meal preparation duties for home-delivered, bulk Congregate, and frozen meals, complying with all applicable sanitation, health and personal hygiene standards and following established food production procedures and nutritional guidelines. * Clean and maintain food storage and food preparation areas. * Assist with receiving of goods and inventory control (may include assistance with pick-up of miscellaneous grocery items). * Wash dishes in according with sanitation procedures. * Substitute for Head Cook and other Senior Nutrition personnel as needed (may include delivery of home-delivered or Congregate meals). * Maintain positive communication and relationships with clients and co-workers. * Periodically visit congregate sites, as needed. * Attend required trainings. * If applicable, deliver and/or serve and clean-up for catering projects as needed. * Perform other duties as required and assigned. | |
| Position Objectives:   * To assist in quality meal preparation complying with all applicable sanitation, health and personal hygiene standards. * To assist in the compliance of all safety and sanitation requirements and in accordance with all nutritional guidelines. | |
| **Measured by:**   * The quality and timeliness of completed work. * Cooperation with and feedback from clients and co-workers. * Feedback from the Head Cook. | |
| **Minimum Education:**   * A high school diploma or equivalent preferred. * ServSafe certification required or the ability to obtain certification within 90 days of hire. | |
| **Minimum Experience:**   * Prior experience in a related food service operation helpful. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to occasionally work evenings or weekends for either catering or weekend meals. * If part-time, ability to work 40 hr/week to substitute for Head Cook. | |
| **Minimum Skills Required:**   * Collaboration skills * Client focus and concern for well-being of recipients * Flexibility and resourcefulness * Positive verbal and non-verbal communication with clients, families, staff, and volunteers * Organizational skills * Basic math skills | |
| **Minimum Physical Expectations:**   * Physical activity that often requires standing, bending, stooping, reaching, climbing, kneeling, and/or twisting to perform inventory checks and meal preparation. * Physical activity that sometimes requires travel by car. * Physical activity that always requires lifting under 25 lbs. * Physical activity that always requires lifting over 25 lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**  The Assistant Cook position operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef’s knives. The employee is frequently exposed to heat, steam, fire, and noise. | |