



Job Description

EMPLOYEE CATEGORY:	Cook
WORKING HOURS:	Shift (varies)
STATUS:	Non-Exempt
PAY GRADE:	\$16 to \$18 per hour
REPORT TO:	Kitchen Manager
GENERAL DUTIES:	Under the direct supervision of the Kitchen Supervisor, cooks provide dietary support for clients and staff.

FUNCTIONAL RESPONSIBILITIES:

This position is responsible for meal preparation, serving and support to the Kitchen Supervisor.

- Responsible for all aspects of the kitchen
 - Assistance in preparing and serving of meals for approximately 100 people
 - Ordering and receiving kitchen supplies and food
 - Maintenance of equipment and food storage areas
 - Correction of health department deficiencies
 - Tracking of meals served
 - Continued cleanliness of the kitchen and dining areas is also required
 - On occasion, special events will require the kitchen staff work over and beyond regular work schedules
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SKILLS AND ABILITIES REQUIRED:

- Ability to establish and maintain effective working relationships with administrative and program staff
 - Desire to work in a setting catering to the needs of the chemically dependent
 - Ability to assist in the purchase of all kitchen items/products
 - Ability to communicate well verbally and in writing in the English language
 - Knowledge of shipping and receiving procedures
 - Ability to prepare and serve meals for approximately 100 people
 - Knowledge of different levels of nutritional needs
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MINIMUM REQUIREMENTS

- Two years of experience cooking in a commercial kitchen environment
- Previous experience with customer service preferred
- Good Driving Record
- If in recovery, having at least two years free from addictive chemical abuse or dependency
- Willing to undergo entry drug testing as well as random testing during employment

ACCEPTANCE:

Employee

Date

Supervisor/Human Resources

Date