



JOB DESCRIPTION

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

FUNCTIONAL RESPONSIBILITIES:

Job Description: 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

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

Manager

Date