

**TITLE:** Assistant Cook

**QUALIFICATIONS:**

Education/Training: High school diploma or equivalent preferred. Food Protection Manager Certification or equivalent certification as approved and listed by Conference for Food Protection Standard for Accreditation of Food Protection Manager Certification Program.

Experience: Experience in food service, preparing food in large quantities preferred.

Job Requirements:

- Reading skills - the ability to follow written directions and standardized recipes without supervision.
- Math skills - the ability to perform arithmetic calculations to convert recipes as needed and to follow production needs for large quantities.
- Communication skills - verbal and written.
- Physical ability to reach, bend, stoop and frequently lift up to 45 lbs.
- Ability to work in a standing position for long periods of time.
- Interpersonal skills along with excellent customer services.
- Reliable automobile, valid driver's license and auto insurance.

**JOB GOAL:** To prepare, deliver and serve appetizing, attractive and nutritionally balanced meals to customers while maintaining the kitchen according to required Food Code guidelines and Nutrition Program Standard Operating Procedures.

**REPORTS TO:** Food Service Manager

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with the preparation, packing and service of food needed for the Meals on Wheels program, Center meals, Seasons Adult Day Program and/or Catering needs. At all times comply with the following:
  - a. Written posted menu
  - b. Production sheets
  - c. Standardized recipes
  - d. Nutrition Program Standard Operating Policies/Procedures (SOP)
  - e. Temperature control guidelines per the Nutrition Program SOP/Michigan adopted Food code
  - f. Food safety and sanitation per the Nutrition Program SOP/Michigan adopted Food Code
  - g. Customer service guidelines/Kitchen Code of Conduct
2. Maintain proper food storage using FIFO (First In, First Out) food rotation, proper labeling and dating per Food Storage Guidelines, Nutrition Program SOP/Michigan adopted Food Code.



**PERFORMANCE RESPONSIBILITIES:** (continued)

3. Monitor food temperatures during/after packing; before/after transporting and before/after meal service to ensure that food is transported, served and stored at proper temperatures.
4. Documentation of quantities of food prepared and food temperatures on the cooks report.
5. Assists with inventory maintenance as directed by the Lead Cook, Food Service Coordinator and Food Service Manager.
6. Participates in daily and scheduled cleaning per cleaning logs and performs other custodial tasks as requested to assure high standards of safety and cleanliness.
7. Assist with record keeping on logs throughout the kitchen including but not limited to the Production Sheet, Cooks Report, Salad Bar temperature log, refrigerator/freezer log, dish machine log, sanitation log and cleaning logs.
8. Assist other assistant cooks in different work areas at Trailside kitchen or other kitchens as assigned by Food Service Manager.
9. Shares on an alternating basis with the other cooks the responsibility of working at special events on evenings and weekends.
10. Maintains awareness of and follows Senior Services Personnel Policies with special emphasis regarding maintaining confidentiality of information, following safe work practices and on using safe work practices.
11. Understands and supports agency mission and maintains general awareness of agency programs and services.
12. Attend meetings, workshops and trainings as assigned.
13. Performs other duties as assigned by the Lead cook, Food Service Coordinator and Food Service Manager.

Reviewed and Agreed to by \_\_\_\_\_ Date \_\_\_\_\_