

# Innovative Services NW Job Description

Job Title: Cook



CLASSIFICATION: 24

HOURLY/SALARY RANGE: 17.00-19.00 DOE

REPORTS TO: HEALTH AND FAMILY SUPERVISOR

EFFECTIVE DATE: 9/24/2021

**SUMMARY:** The cook is responsible for preparing and/or directing the preparation of food to be served, complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. The cook is responsible for appropriate use of facility supplies and equipment to minimize loss, waste and fraud.

**ESSENTIAL FUNCTIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares or directs preparation of food served using established production procedures and systems.
  - Determines amount and type of food and supplies required using production systems.
  - Ensures availability of supplies and food or approved substitutions in adequate time for preparation.
  - Sets steam table; serves or ensures proper serving of food for tray line or dining room.
- Complies with established sanitation standards, personal hygiene and health standards. Observes proper food preparation and handling techniques.
- Stores food properly and safely, marking the date and item.
- Reports necessary equipment repair and maintenance to supervisor.
- Correctly prepares all food served following standard recipes and special allergy/diet orders.
- Plans food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food are preserved.
- Apportions food for serving.
- Maintains daily production records.
- Keeps work area neat and clean at all times; cleans and maintains equipment used in food preparation.
- Completes food temperature checks before service.
- Creates monthly menus that align with CACFP standards

Other responsibilities:

- Supports agency mission, goals, and objectives
- Conducts kitchen staff and planning meetings on a regular basis
- Maintains communication and cooperative working relationships both within the Program Areas and the Corporation
- This position is a mandated reporter to adult & child protective services if witnessing or suspecting abuse or neglect
- **Step in the classroom as needed to help support program**
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
- Other duties as assigned

**Production and Processing** - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

**AN EQUAL OPPORTUNITY EMPLOYER**

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### COMPETENCIES:

1. Collaboration Skills.
2. Customer/Client Focus.
3. Flexibility.
4. Stress Management/Composure.

### SUPERVISORY RESPONSIBILITY:

- Plans and schedules work assignments for kitchen staff
- Supervises kitchen staff and volunteers in food preparation, serving, clean-up and sanitization
- Initiates and assigns food delivery processes to classrooms & lunch areas

WORK ENVIROMENT: This job 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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are Monday through Friday, 7:00am-4:00pm

TRAVEL: No travel is expected for this position.

### REQUIRED EDUCATION, CERTIFICATION(S) AND EXPEREIENCE

- High school diploma or equivalent
- Food Services Experience
- Experience in nutritional special dietary meal & food planning
- Supervisory experience
- Knowledge of geriatric and child dietary needs
- No disqualifying information found on a criminal background checks required
- Current First Aid/CPR card
- HIV/AIDS education
- Blood Borne Pathogens training
- Maintain Washington State Food Handler's permit
- Person in charge training from Health Department
- Negative TB test, updated each year
- Ability to lift 50 pounds or more
- Proof of MMR vaccine or immunity

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- All employees of Early Learning are required to be fully vaccinated against COVID-19

AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_