



## **JOB DESCRIPTION**

Title: **Cook**

Reports To: **Director of Food Services**

Department: **Food Services**

FLSA Status: **Part Time/Non-Exempt**

**\*Up to 20 hours max per week and candidate must be available and willing to work weekends\***

### **GENERAL SUMMARY:**

The Cook plans, prepares/supervises or delegates all food preparations for daily meals of large groups on campus. Monitors and completes inventory of necessary supplies as well as reports any Kitchen repairs as needed. In charge of making sure all aspects of cooking environment are sanitary at all times and meets required health standards.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES ESSENTIAL FUNCTIONS:**

- Prepare 3 well balanced meals (hot or cold) a day for a large group of people
- See that the dining room is prepped and ready for each meal with all necessary supplies
- Works well alongside HEP volunteers helping in the Kitchen  
Help with food prep (cutting vegetables, opening cans and prepare items for salad bar) etc.
- Keep all kitchen equipment clean, organized and stocked
- Rotation of food according to dates and proper storage
- Pick up of food donations when necessary
- Receive both purchased and donated food and nonfood items. Separating and properly storing products in pantry areas, walk in cooler, freezer and free standing refrigeration units
- Make sure kitchen towels and aprons are washed and ready for the day
- Maintain order and supervise residents participation
- Assist in daily cleaning of all equipment provided such as hoods, drains, prep tables, equipment, cooler, freezer, storage rooms, stoves and ovens, etc.

### **KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:**

- Must have good knowledge of food preparation and current sanitation codes
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- ServSafe Certified
- Excellent organizational and problem solving abilities
- Must have knowledge of kitchen appliances and safety requirements
- Quality control
- Have a basic understanding of program structure in business
- Strong oral and written communications skills
- Ability to multi-task and easily adapt to change
- Clean Florida Driver's license; Must be able to successfully pass background, MVR and drug screening
- Previous experience with reading Supply Inventory Forms and comfortable with placing orders



**WORKING CONDITIONS:**

- Position requires daily bending, walking, reaching, carrying, pushing, etc.
- Must wear Non-Slip shoes while working during shift
- Up to 95% of the shift requires standing on feet
- Ability to lift up to 50 pounds with ease; anything over 50 pounds requires team lift
- Caution when working in area due to wet floors or spills

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*