



## **JOB DESCRIPTION**

**Title: Cook**

**Reports to: Food Service Manager**

**Department: Food Services**

**FLSA Status: Non-Exempt; Full Time**

### **GENERAL SUMMARY:**

The HEP Cook reports directly to the Food Service Manager and is responsible for assisting the Food Service Manager with planning, preparing, supervising and/or delegating all food and menu items for daily meals on campus. The Cook adheres to all HEP standards and guidelines while providing a clean, safe and enjoyable environment.

### **PRINCIPLE JOB DUTIES AND RESPONSIBILITIES:**

- Prepare and cook 3 well-balanced meals (hot or cold) during the day for a large group of people
- Keep all kitchen equipment clean, organized and stocked
- Make sure the dining room is prepped and ready for each meal with all necessary supplies
- Maintain positive and professional attitude in a fast-paced environment
- Works well alongside HEP volunteers helping in the Kitchen
- Help with food prep (ingredients, cutting vegetables, opening cans and prepare items for salad bar) etc.
- Rotation of food according to dates and proper storage
- Pick up of food donations when necessary
- Receive both purchased and donated food items. Separate and properly store 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.
- Complete any other necessary duties as assigned by the Food Service Manager
- Reduce waste by following portion control and proper storage techniques
- May require early mornings, weekends, and holidays

### **EDUCATION, KNOWLEDGE AND SKILLS REQUIRED:**

- High School Diploma or GED
- One year previous cooking experience for large groups of people



- Must have good knowledge of food preparation
- Familiar with sanitation codes, temperatures and all aspects surrounding inspections
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- ServSafe Trained and Certified (company paid if not already obtained)
- Ability to work independently as well as in a team setting
- 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 verbal and written communications skills
- Ability to multi-task and easily adapt to change
- Previous experience with reading Supply Inventory Forms and comfortable with placing orders
- Bilingual is a plus

**WORKING CONDITIONS:**

- Position requires daily bending, walking, reaching, carrying, pushing, pulling, 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 at all times
- Comfortable driving company vehicle for donation pickups when necessary
- Must have a valid Florida driver license and be able to successfully pass a background, motor vehicle registration, drug and alcohol screening

*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.*

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Signature

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Date