

Semcac Senior Nutrition
HEAD COOK FACT SHEET

- Starting Wage:** \$10.65/hour
Adjustment may be made for education and/or experience above the requirements on the job description.
- Hours:** Full-time – non-exempt hourly position
Approximately 6 1/2 hours per day
Typical work hours: 6:30 am to 1:00 pm
Mon thru Fri – Occasional Weekend
Staff meetings/trainings
- Benefits:** 401 (k) – up to 4% match after one year
Section 125 Flexible Benefit Plan
Life Insurance: 2 x annual salary
Maximum of \$50,000

Dental Insurance: Single coverage paid

Medical Insurance: Single coverage paid

Holiday – pro-rated (must be scheduled to work on a holiday to receive holiday pay)
Vacation/Sick time pro-rated
- Mileage:** Reimbursed at IRS Rate – currently \$.555 per mile
- Orientation**
Period Reviews: Three (3) months of employment
Prior to six (6) months of employment

Semcac Job Description

Job Title: Head Cook I or II
Department: Senior Nutrition
Reports To: Site Manager
FLSA Status: Nonexempt
Prepared By: D. Betthausen,
Prepared Date: May 1, 1999 Reviewed 12/25/10 (DB)
Approved By: Nancy Runningen
Approved Date: May 11, 1999

SUMMARY

Supervises, coordinates, and participates in the preparation, service, and clean-up activities of cooks and other kitchen personnel engaged in food service at the Senior Nutrition Dining Site by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Estimates food and supply needs, reviews inventory, and purchases according to established procedures.

Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications.

Use predetermined menu, menu comments and recipes, to prepare/cook foods.

Supervises and directs personnel engaged in preparing, cooking, and serving menu items, and clean-up to assure the food is properly prepared, served on time, and that the kitchen is maintained in a clean orderly manner.

Portions cooked foods and/or gives instructions to workers as to size of portions and methods of meal service.

Maintains records and appropriate paperwork.

Enforce local, state, and federal health, safety, and sanitation regulations.

Works collaboratively with community partners in catering events.

Attends and participates in scheduled staff meetings and trainings to maintain food service certification.

SUPERVISORY RESPONSIBILITIES

Head Cook I directly supervises 4-9 employees and Head Cook II directly supervises 3-5 employees at the dining site. Volunteers and/or Experience Works staff may also be assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees and volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) plus specific food service course requirements and certificate; and one year related experience and/or training ; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to staff, volunteers, vendors, and repair/maintenance persons both in person and on the phone.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute ratios and percents.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Food Service Management Certification

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands and fingers to manipulate food, utensils, and equipment; talk, hear, taste, see and smell. The employee is frequently required to walk, push a cart, and lift . The employee is occasionally required to sit; reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 lbs.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is frequently exposed to extreme heat, hazardous chemicals, and dangerous equipment (ie meat slicers, knives, mixers and grinders). The noise level in the work environment is usually moderate.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE, AND THE HEAD COOK II WILL ALSO PERFORM OTHER RELATED DUTIES AS ASSIGNED.

SEMCAC RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

SEMCAC IS AN EQUAL OPPORTUNITY EMPLOYER.