

Employee: _____

**Semcac
Job Description**

Job Title: Assistant Cook
Department: Senior Nutrition
Reports To: Head Cook
FLSA Status: Nonexempt
Prepared By: D. Betthauser, Jeff Wyant
Prepared Date: 5/1/99
Reviewed Date: 1/25/10, 10/11
Revised Date: 3/19/13, 5/9/18, 1/25
Approved By: Nancy Runningen, Pat Georgens, Jeff Rogness
Approved Date: 5/11/99, 1/25/10, 3/22/13, 5/11/18, 1/25

SUMMARY

Assists in the preparation, service, and clean-up activities involved in food service at the Senior Nutrition Kitchen by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as required by the ever changing environment of food service.

Prepares assigned menu items using standardized recipes.

Assists in pre-preparation of menu items for Head Cook and in looking ahead on menu.

Performs dishwashing, pot and pan washing and equipment cleaning as assigned.

Assists in the receiving and examination of foodstuffs and supplies to ensure quality and quantity meet that which was ordered.

Assists with food/supply inventory.

Portions cooked foods, package for satellites, and serve according to pre-established procedures.

Maintains records and appropriate paperwork.

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

Assists in maintaining a clean, orderly kitchen.

Attends and participates in scheduled staff meetings/trainings to stay abreast of food service and program changes.

Perform Head Cook duties in his/her absence.

SUPERVISORY RESPONSIBILITIES

No direct supervision.

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.

TECHNOLOGY

Must be able to learn and use on-line agency time keeping software, Employee Web Service (EWS).

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), and one year related experience; or equivalent combination of education and experience.

ACCOUNTABILITY

The person in this position will be expected to have a pleasant demeanor, a positive attitude, and a team commitment. The employee is accountable to the Head Cook for completion of assignments, high standards of accuracy, cleanliness, safety, attention to detail, and timely completion of assignments and tasks.

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

None

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 (i.e. dish machine, meat slicers, knives, mixers and grinders). The noise level in the work environment is usually moderate. There is occasionally weekend or evening work required.

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.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIRMENTS DESCRIBED IN THIS JOB DESCRIPTION.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodations, the activities described in the job description?

Please check one: ☐ Yes ☐ No

Employee Signature

Date

Supervisor's Signature

Date

Director's Signature

Date