

SENIOR NUTRITION COOK

DEFINITION

Under the general supervision of the Director, the cook is responsible for the preparation of food, for maintaining high standards of food quality, food production and portion control using standardized recipes; may be responsible for ordering appropriate quantities to meet menu requirements; ordering supplies, and maintaining perpetual and physical inventory.

DISTINGUISHING CHARACTERISTICS

The classification of Senior Nutrition Cook is primarily responsible for food preparation, meal service, and/or supervising volunteers in the preparation of meals

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Senior Nutrition Manager.

EXAMPLE OF TYPICAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Prepares, cooks and services healthy meals.

Practices the highest standards of kitchen safety and food sanitation in accordance with applicable codes.

Performs all duties in accordance with applicable federal, state, and county rules, regulations and established standards of quality and sanitation.

Dispenses appropriate portions of food to be served.

Cleans and sanitizes kitchen, serving areas, storage facilities, refrigerator/freezer, cooking equipment utensils, cookware, and assists in maintaining kitchen equipment.

Assists with meal counts, assists with preparation of monthly menus.

Notifies volunteers/staff of their job assignments.

Ordering of dairy products, fresh produce, and daily requisitions.

Coordination of kitchen and dining area clean up in accordance with site sanitary standards.

Performs related duties as assigned

QUALIFICATIONS:

Knowledge of:

Methods for food preparation and cooking techniques for a large number of people.

Health and Safety Code requirements for handling and preparation of food.

Use of utensils, containers, and equipment used in preparing food.

Safety and sanitary consideration relevant to cooking and serving food.

Ability to:

Plan and supervise work of others.

Follow formulas for food preparation in large quantities.

Assists in the planning of menus for large quantity serving.

Instruct others in the safe and sanitary methods of food handling.

Maintain personal cleanliness and neatness.

Maintain a cooperative relationship with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of the required experience and education listed below that provides the required knowledge and abilities is acceptable. A typical way of getting the knowledge and abilities is outlined below:

Experience:

One (1) year of responsible experience in the preparing, planning, and serving of food menus for large groups of people

Training:

Equivalent to the completion of the twelfth grade, preferably supplemented by additional training in food preparation or a related field.

Must possess a California Food Handlers Certification

License:

Possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

PHYSICAL DEMANDS:

The employee is continually required to walk, sit, and talk or hear. Must have sufficient fine finger dexterity to use hand to finger, handle or feel objects, tools or controls. Occasionally required to climb or balance, stoop, kneel, crouch or crawl. Corrected hearing and vision to normal range. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds as necessary to perform job functions. Use of office and kitchen equipment.

WORKING CONDITIONS:

Employees work in a food service environment with moderate noise levels, extreme temperature conditions, steam, fumes, odors from cooking, and occasional exposure to hazardous physical substances.