

## COOK

### DEFINITION

Under general direction, this position is responsible for managing the meal program at the Adult Community Center, including menu planning, purchasing food, preparing quality meals, supervising volunteers and maintaining a clean and orderly kitchen.

The regular work schedule for this position is Monday through Friday and occasionally nights and weekends to accommodate special events.

### ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Plans menus with consideration for wholesomeness, and quantity of food to be prepared within budgetary constraints.
- Estimates food requirements and requisitions for food and supplies.
- Prepares, cooks and serves a wide variety of quality food.
- Maintains proper temperature and storage of food.
- Oversees that the kitchen and equipment are kept clean, sanitary and in proper working condition.
- Maintains standards of safety and sanitation in kitchen area.
- Supervises, instructs and directs volunteers assigned to work in the kitchen.
- Keeps records and prepares reports as required.
- Interacts cooperatively with staff and members of the public.
- Other duties as assigned.

### JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Proper methods of preparation and cooking of large food quantities; food nutritional values and proper dietary combinations; food purchasing; proper use of knives, scissors and other cooking tools; kitchen sanitation and methods of cleaning, care of kitchen equipment; occupational hazards and safety precautions.

Ability to:

Follow recipes for food preparation; plan and organize menus, food preparation and serving operation to meet a fixed schedule; maintaining proper inventory records of supplies; prepare required quantities with minimum waste; follow oral and written instructions; communicate effectively, both orally and in writing; get along with others; keep simple records.

Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

### EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be:

Education: High school diploma or equivalent is required.

Experience: Two (2) years' experience as a cook, preparing all elements of full course meals.

### Licenses and Certificates:

Possession of a California driver's license issued by the State Department of Motor Vehicles. Maintain a valid ServSafe Food Handler certificate. Possession of a ServSafe Manager certificate highly desirable.

### SPECIAL REQUIREMENTS:

This position works in a commercial kitchen environment with exposure to hot/cold temperatures. Must have the ability to stand, stoop and bend for long periods of time. Lift, carry or push materials, supplies, and equipment weighting up to fifty (50) pounds.