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
- 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.
- Cleans the kitchen and kitchen equipment after each meal.
- 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
Any combination of education and experience equivalent to graduation from high school and two years’ experience as a cook, preparing all elements of full course meals.
LICENSES, CERTIFICATES AND REGISTRATION
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:

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.