

Intern Job Description

<u>POSITION:</u>	Cook
<u>DEPARTMENT:</u>	Food Service
<u>SUPERVISOR:</u>	Manager, Food Service

SUMMARY: The primary responsibility of this position is to cook for a facility that prepares 150,000 meals annually. Responsible for preparing and overseeing the service of the daily breakfast, lunch and dinner meals. May coordinate the responsibilities of the prep cook and steward. Great care and attention must be given to operating a kitchen that meets the NYS Department of Health regulations.

This position requires the employee to often stand for eight hours at a time and to lift and transport items weighing 50+ pounds from one part of the kitchen to another.

PRIMARY DUTIES:

- Collaborate with supervisor on a daily basis to assess quantities of food available, plan meals for the week/month and ensure that the appropriate type and amount of food is ordered and prepared.
- Report any problems with meal production to supervisor.
- Coordinate and teach "Food for Life" nutritional and economical cooking classes several times each year (*only applies when funding is available*).
- Open kitchen each day.
- Serve meals in a timely manner.
- Operate the dishwasher, as needed.
- Communicate with department representatives for daily meal totals.
- Ensure that each meal is adequately staffed by supervisors from other departments.
- Plan ahead each day for the next day's meals, which includes planning the menu and beginning preparing the meals.
- Check in regularly with the pre-cook to make sure all preparation is going smoothly.
- Ensure that all equipment used is clean and sanitized.
- Label and date all food that is placed in the coolers or freezers.
- Keep work areas neat and clean at all times.
- Attend and participate in regular meetings and staff meetings as requested by your supervisor.
- Maintain a professional and approachable attitude on the Mission campus.
- All other duties as requested by your supervisor.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent.
- Associates Degree in Culinary Arts or related field preferred.
- Certificate in food service sanitation desired.
- Two years experience in food service environment.
- Experience preparing sauces, gravies and meat dishes for 100 + people.
- A degree of creativity is helpful.
- Ability to organize/prioritize and multi task simultaneously in a fast paced environment.
- Clean/valid NYS Driver's License preferred.
- Ability to work a flexible schedule to include days, weekends and holidays.
- Enthusiastic support of our mission statement.

PHYSICAL JOB REQUIREMENTS

The tasks described signify many of the physical requirements of this position, based on a Time Weighted Average of an 8-hour work day.

- Lifting up to 50 lbs.
- Pushing/pulling up to 100 lbs.
- Twisting at the torso in stationary position
- Use of hand tools, repetitive motion
- Use of hazardous chemicals
- Use of stationary or portable machinery: **Convection oven, steamer, dishwasher, cooking range, floor mixer, chopper, slicer, garbage disposal**
- Confined space entry with possible atmosphere or hazardous conditions:
 - Detail: **Walk-in Cooler and Freezer**
- Bending at waist using legs to lift heavy objects up to 50 lbs.
- Bending at the waist to perform work at that level
- Standing for extended period
- Exposure to heat & cold