

Assistant Cook

Job Description

Name	
Hire Date	
Date In Current Position	
Review Month	
Department	Nutrition
Reports to	Head Cook
Position Number	
Warren County Pay Grade	
FLSA Status	Non-Exempt
Supervises Others	Yes
Document Control Responsibility	Director
Approved by	Board of Supervisors

Position Summary

Under direction of the Head Cook, the Assistant Cook assist with the operation of the meal preparation, serving, and clean up guided by good food preparation procedures. Ensures good health and hygiene practices are used.

Essential Functions

- Maintains a sanitary and safe environment to include kitchen, store room, and equipment
- Assist in the timely distribution of meals
- Assist in maintaining an effective food cost control program
- Prepares and packages product for meal sites and for home delivery
- Follows recipes for the preparation of quantity foods
- Assist with the planning of food and kitchen needs
- Washes dishes and cleans all surface areas
- Ensures that all food preparation, sanitation, and nutrition standards, as related to senior citizens, are met at all times
- All other duties as assigned

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Education, Skills and Experience

- High school diploma or equivalent
- Two years of relevant experience or a combination of education, training, and experience as determined by the Director
- Knowledge of local, state, and federal regulations/policies for food service
- Complete and pass the ServSafe Certification Program within two years of employment
- Ability to prepare nutritious and appealing meals while meeting special dietary needs
- Ability to read and interpret directions to include recipes and other instructions
- Ability to use and maintain basic kitchen equipment
- Must have strong customer orientation skills
- Excellent interpersonal and communication skills with other employees/departments/offices within Warren County
- Must be a positive representative of the nutrition program and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County

Physical Demands and Work Environment:

The physical demands and work environment characteristics 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.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

Work environment: The noise level in the work environment is minimal

General Sign off: *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.

(Circle one)

Signature: _____ **Date:** _____