



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

Under the direction of the Nutritional Services Coordinator, the **Assistant Cook** is responsible for assisting in the preparation and transportation of meals for up to 50 children and 50 adults/seniors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Preparation and Serving

1. Follows work schedule so that food production flows smoothly and meals are prepared and ready for delivery on schedule.
2. Follows standardized recipes and uses portion control methods in the weighing/measuring of meal components.
3. Prepares, cooks and serves lunch and snacks according to menus to meet CACFP Summer Food Service Program regulations.
4. Ensures that special diets are adhered to.
5. Stores food and non-food supplies in a sanitary and orderly manner.

Sanitation

1. Maintains clean kitchen, storage, and serving areas on daily basis.
2. Wash and sanitize utensils and dishes thoroughly.
3. Maintains a clean neat appearance of self, including closed toed shoes, restrained hair, and a clean apron.

Record Keeping

1. Maintains accurate daily inventory of food and non-food commodities used in the Summer Food Service Program.
2. Keeps accurate daily time sheets and submit to supervisor for payroll purposes on the time schedule established.

Team Responsibility

1. Works with volunteers in food preparation safety and sanitation.

Safety and Wellness:

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the WCAP's Mission, Vision and Values.
- Maintain professional boundaries with all current, past, and prospective clients/volunteers and supervisor.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.

Position Title:

Assistant Cook

Department:

Community Services

Reports To:

Community Food and CACFP Coordinator

Supervises:

N/A

FLSA Status:

Non-Exempt

Salary Range:

Last Revised/Approved:

June 9, 2022

- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to perform moderate physical activity with regular kneeling, stooping, bending or standing and/or walking for more than four (4) hours per day. Must be able to use step ladder, lift overhead, and lift up to 35 pounds daily. Makes continuous or repetitive arm/hand movements, such as slicing or chopping food. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a busy kitchen, and critical attention must be paid to safety and sanitation. Limited time allocations for completion of assigned and required duties. Work environment involves some exposure to hazards or physical risks, such as extreme temperatures, fumes, smoke, sharp objects and mechanical devices, which require following basic safety precautions. Must be able to stand for long periods of time and withstand hot temperatures in the summer months and cold temperatures when working in refrigeration. Assigned work may require travel within the local or neighboring communities. This position is a Seasonal part-time position that typically works normal daytime schedule

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance, and immunization requirements

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least 1 years of previous work experience or equivalent education in culinary arts preferred.
- Attention to detail.
- Strong organizational/time management skills.
- Flexibility and ability to work with multiple staff members and volunteers.

Education Requirements:

The following education requirements are considered essential:

- High school education required.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date