

## JOB CLASS DESCRIPTION

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Assistant Cook



Job Class: Assistant Cook
Department: Operations
Supervisor: Nutrition Coordinator
FLSA Status: Non Exempt      Grade: 5
Revision Date: June 2018
Prepared by: Bi-County Community Action Programs, Inc.

### **Job Summary:**

Under supervision, assists with food preparation and cleaning of dishes and kitchen facility.

### **Scope of Responsibility:**

Assistant Cook will follow general instructions from the Head Cook. Provides backup for the Head Cook during absences and will provide direction/assistance to the Kitchen Assistant and substitute as necessary.

### **Essential Duties and Responsibilities:**

- 1 Assists in the daily planning and preparation of breakfast, lunch and snacks.
- 2 Receives orders of food and supplies and stocks shelves.
- 3 Delivers food, dishes and utensils to on-site classrooms.
- 4 Performs Head Cook responsibilities in absence, including menu alterations, delegating tasks, and directing the work of the Kitchen Assistant.
- 5 Follows all food safety guidelines in the handling and storage of food.
  - 5.1 Cleans kitchen including but not limited to dishes, sweeping/mopping floors, wiping refrigerators, stoves, counters and shelves when applicable;
  - 5.2 Uses approved cleaning methods and sanitation supplies to reduce the risk of contamination of food preparation equipment;
  - 5.3 Wears approved clothing and serving gloves;
- 6 Communicates and maintains working relationships with others in carrying out job functions.
  - 6.1 Exercises courtesy in communicating with other members of the organization to provide information relating to the work assignment and progress of work or to convey information about conditions or work related needs;
  - 6.2 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention so that prompt corrective action can be taken where appropriate;
  - 6.3 Adheres to agency's policies concerning data privacy.
- 7 Performs all job duties in compliance with safety and regulatory guidelines and with an ongoing awareness of safety practices.
  - 7.1 Knows and follows department and Bi-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;

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- 7.2 Knows Bi-CAP's AWAIR and Right to Know policies and procedures;
- 7.3 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
- 7.4 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner;
- 7.5 Follows local, state and federal food code regulations.

8 Performs other duties and activities as assigned.

### **Minimum Qualifications:**

Prior experience with food preparation in a commercial setting is preferred, but not required. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

#### **Knowledge, skills and abilities include:**

- Requires basic reading skills;
- Requires an opportunity to gain knowledge of Head Start regulations and Minnesota Rule 3 licensing requirements pertaining to nutrition;
- Requires basic computer skills, emails and calendars;
- Must meet requirements of Department of Human Services background study;
- Ability to establish and maintain effective working relationships with others;
- Must be unbiased toward low-income families and other racial and ethnic groups, and must have an appreciation of cultural diversity and differing values.

### **Physical Demands & Working Conditions:**

The position also requires the ability to frequently lift 10 lbs and up to 50 lbs. on occasion. Work entails frequent bending, kneeling and standing. At times there is exposure to dangerous cleaning chemicals. There is exposure to sharp objects such as knives, the garbage disposal and other kitchen utensils on a daily basis. Caution must be used to avoid muscle strains, burns or cuts. Floors can at times be slippery. Requires a valid driver's license.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.