

DIETERT CENTER JOB DESCRIPTION

POSITION: COOK ASSISTANT

REPORTS TO: Nutrition/Kitchen Manager

DIRECT REPORTS: None

APPROVED DATE: January 2008

JOB SUMMARY:

The Cook Assistant is responsible for preparing and cooking any or all food items (primarily salads and desserts) in bulk quantities or individual servings as required for meals and any special functions, feedings, or snacks. Must be available to work weekends, evenings, and holidays as scheduled.

JOB SCOPE: Part time, Nonexempt, 30 hours/week.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepare, setting up, and serve hot foods which are ready on time and at the correct temperature. Insure all cold foods (i.e. desserts, salads, beverages) are ready on time and at the correct temperature.
2. Serve meals using appealing food presentation and display.
3. Complete menu assignments in a timely manner. Handle food and equipment with proficiency and due diligence.
4. Prepare diabetic food items as required.
5. Clean and maintain in sanitary condition, all equipment and work areas, including tables, refrigerators, stoves, ovens. Properly and safely sharpen, clean, and maintain knives.
6. Complete all required in-service training and continuing education within required timelines.
7. Use HACCP as well as Texas Department of Health guidelines.
8. Maintain a high standard of personal hygiene, to include hands, fingernails, hair, and clothing.
9. Interact with guests and co-workers in a pleasant and professional manner.

QUALIFICATIONS:

1. A High School diploma or equivalent and knowledge of food safety and sanitation regulations are required.
2. Certification in Food Handler's Course through TX Department of Health is required or should be acquired within 60 days (or as soon as the course is offered).
3. Must be able to follow written guidelines such as recipes, menus, schedules, and special instructions.
4. Requires the ability to operate and clean all food service equipment.

5. Must be able to do simple math and use conversion charts for weights and measures.
6. Requires knowledge of food characteristics, i.e. color, taste, consistency, volume, and cooking times.

PREFERRED QUALIFICATIONS:

Prior food service experience and experience with HACCP is preferred.

PHYSICAL DEMANDS / WORKING CONDITIONS:

Requires the physical ability to perform job while continuously standing and walking on concrete floors and must occasionally lift up to fifty pounds. Must be able to be exposed to extremes of temperatures from the hot kitchen to the walk-in freezers. Must have reliable transportation.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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