

Institute of Community Services, Inc.
Job Description

Job Title: Cook Assistant

Classification: Non-Exempt

Working Hours: 8:00 a.m. - 3:00 p.m.

Working Weeks: 35 Weeks

I. General Description

The cook assistant will assist the head cook in the preparation and service of foods in the Head Start Center and in following food service sanitation codes of the health department in order to prepare breakfast, lunch, and snack meals for children enrolled in the programs.

II. Specific Duties

1. Prepares and serves meals (breakfast, lunch, and supplement) according to guidelines.
2. Keep required meal service records to assist head cook
3. Record production records in menu book to assist head cook
4. Sets up carts or trays for meals.
5. Covers food before serving.
6. Discards unused foods which were served.
7. Stores food and supplies properly.
8. Washes dishes, pots, pans, etc.
9. Cleans kitchen equipment.
10. Sweeps kitchen and storeroom floors.
11. Mops kitchen and storeroom floors.
12. Stores clean dishes, pots, pans, etc., according to guidelines.
13. Maintains sanitation and cleanliness kitchen and storeroom.
14. Recruits volunteers and in-kind contributions

III. Supervisory Control

This position is responsible to the center administrator for center operations and the nutrition director for food service operations. The head cook schedules the work of the cook assistant. The cook assistant is monitored by the nutrition/ food services specialist at least twice in an evaluation period and is evaluated by the center director annually.

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IV. Other Significant Facts

- Must be in good health and obtain an annual physical check-up. Must be able to lift heavy objects and endure heat.

All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than “at will”, nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be “at will”. “At will” employees may resign at any time or be terminated for any reason, so long as it’s not illegal; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.

V. Qualifications

Must have basic communication skills and be able to read, write, and solve arithmetic problems. Must obtain certification in food service management within 6 months of employment.