



POSITION DESCRIPTION

POSITION: Cook
DEPARTMENT: Food Services
REPORTS TO: Food Services General Manager
FLSA STATUS: Non-Exempt

Job Summary: Assists in the preparation and service of meals. Responsible for kitchen and dining area sanitation.

Duties:

- Prepares well-balanced, nutritious meals, which enable them to remain healthy throughout their participation in the program.
- In collaboration with the food service manager, prepares three meals per day, except on holidays and weekends, when two meals are acceptable. In lieu of the third meal, healthy snacks shall be available to students on weekends and holidays.
- Meals shall be planned and prepared using a minimum of a 28-day cycle cafeteria menu.
- Ensures meal service is provided for work-based learning, off-center activities, late arrivals, etc.
- Ensures food options and nutritional guidelines outlined in company policy and the PRH shall be provided.
- Ensures all meals and food items meet the dietary needs and desires of a diverse population, including ethnic, vegetarian, and low-fat alternatives.
- Assists in developing and implementing procedures for ordering, purchasing, receiving, storing, inventorying, and issuing food products that ensure the prevention of fraud and abuse, protection of food and food preparation equipment and areas from contaminants, insects, and rodents, and the safe and sanitary handling and storage of food.
- Assists in implementing procedures to obtain student input into the planning and evaluation of the content and quality of the meals and service provided in order to ensure students have input into meal planning and are satisfied with the center food service.
- Ensures the safety, health, and security of students, staff, and property.
- Provides quality customer service to the students that we serve at all times.
- When assigned, completes the cafeteria lock-up checklist on a daily basis and is accountable for security in this area.
- Complies with all DOL guidelines, OFCCP regulation, Job Corps notices and bulletins, and Center policies and procedures.
- Models, mentors, and monitors appropriate career success skills.
- Participation in PRH mandated staff training is mandatory. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

Qualifications and Experience: High School Diploma or general education degree (GED) required. NRA Food Service Sanitation or equivalent/Safe Serve certification and valid state driver's license required.

Physical Demands: The physical demands 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. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date