

COUNTY OF ANTRIM

DESCRIPTION OF ESSENTIAL DUTIES

TITLE: Assistant Cook

GENERAL PURPOSE

Under the direct supervision of the Sheriff, led by the Food Service Director, the assistant Cook shall prepare, cook and serve simple meals, including those required for special diets; to care for cooking equipment and do routine work in food preparation and service, including kitchen cleaning; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily meal preparation.
2. Uses and follows recipes adjusting accurately.
3. Taste tests and evaluates foods before serving, reports concerns to Food Service Director.
4. Properly cool, package, label, and date all left overs and properly store them.
5. Inventories supplies and maintains food security, reports concerns to Food Service Director.
6. Leaves immediate environment in a clean, safe manner when completing meal preparation, and completion of daily logs.
7. Makes necessary changes in work plan to compensate for emergency situations, as directed by the Food Service Director.
8. Demonstrates proper knowledge and safe use of all kitchen equipment.
9. Demonstrates knowledge of complete sanitation of all kitchen equipment and handling of food.
10. Prepares written records of all food prepared and served.
11. Assists with additional duties as assigned by Food Service Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Must be Serv Safe certified (training will be provided)
- (C) Must possess interpersonal skills sufficient to interact effectively with clients, families, peers, subordinates and supervisors.
- (D) Must be 18 years of age or older.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of methods, equipment and terminology used in food preparation, cooking and service.
- (B) Knowledge of sanitation and safety in the kitchen.
- (C) Ability to stand for long periods of time.
- (D) Ability to read, write, do mathematic computations and communicate effectively.
- (E) Ability to perform a variety of duties characterized by frequent change.
- (F) Must possess a valid Michigan Driver's License.
- (G) Arrive to work in a timely fashion on scheduled days. (Position is Thursday – Friday 3:30 p.m. – 7 p.m. and Saturday – Sunday 7 a.m. – 1:30 p.m. and 4:00 p.m. – 7:00 p.m. split shift)
- (H) Training of trustees for cleaning duties.
- (I) Other duties as assigned.

TOOLS AND EQUIPMENT USED

Pots; pans; stoves; ovens; refrigerators; cooking utensils; can opener; knives; pencils; pen; scissors; floor mixer; food processor; meat slicer.

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 frequently required to stand for long periods of time. The employee is required to lift food pans weighing up to 20 pounds above shoulder height to place in and remove from ovens. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must lift and/or move up to 50 pounds from knee level to place on waist-high prep tables. The daily work routine requires a full range of motion of both arms which is necessary for basic food preparation of the more than 50 meals prepared and distributed each day. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate and occasionally moderately loud and approximates that of a standard kitchen with equipment running.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests, full background check through Sheriff's Department, pre-employment physical, and drug screen are required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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