COOK

**HURON/PARKSTON**

**REPORTS TO:** Head Cook

**GENERAL STATEMENT OF DUTIES:** This position involves for assisting with the food services in a residential treatment program. This includes the planning, preparation, and documentation of the menus offered. It also includes working with other cooking staff to assure that menus are offered as planned.

**Specific Duties May Include But Are Not Limited To:**

1. Cook meals according to menus, special dietary or nutritional restrictions,

and numbers of portions to be served;

1. Monitor use of government food commodities to ensure that proper

procedures are followed;

3. Serve food to facility residents and employees;

4. Compile and maintain records of inventory, food use and expenditures;

5. Clean work area and wash dishes;

6. Inspect food preparation and serving areas to ensure observance of safe,

sanitary food-handling practices;

7. Substitute for or assist other cooks during emergencies or rush periods;

8. Serving in a role as Tertiary staff when needed in resolving

crisis in non-violent ways to include acting on written professional orders

for the purpose of seclusion and restraint

9. Perform other duties as assigned.

**QUALIFICATIONS FOR THE POSITION:** This position requires a high school diploma or GED. Applicants must possess a valid driver’s license and be insurable. They must also pass criminal records checks and clear child abuse/neglect screenings. All applicants must be able to read, speak and write the English language effectively.

**ABILITIES TO PERFORM ESSENTIAL FUNCTIONS:** This position requires applicants to possess abilities that enable them to perform food preparation and handling duties in order to serve adolescents and agency staff. Specific abilities include but are not limited to:

1. An ability to communicate effectively with staff and adolescents;
2. An ability to plan, follow and prepare meals that meet the nutritional needs of the people served and meet the requirements of regulatory agencies;

3. An ability to coordinate and communicate effectively with co-workers;

4. An ability to understand and comply with governmental food service

regulations and dietitian recommendations;

5. An ability to maintain accurate records of inventory and meals served;

6. An ability to lift up to 40 pounds;

7. An ability to operate kitchen equipment such as stoves, dish washers,

mixers, frying pans and other food preparation equipment;

8. An ability to work in contact with chemical cleansers and sanitation

supplies; and,

1. An ability to drive safely including under distracted conditions.

**Applicant Affirmation**: I have reviewed this job description including its duties, qualifications, education requirements and ability requirements.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_