



Position Description

Title: Cook		
FLSA Class: Non-exempt	EEO Category: Service Worker	WC Class: 8861
Job Title #030009	Salary Grade: 1	
Date Approved: 11/26/2016		
Revision Date:	Revision:	

Purpose of Position

Prepare meals which meet the nutritional needs of clients

Major Duties (*Essential Element)

- Unload and put food orders in designated areas.
- Prepare food according to recipes and ServSafe guidelines.
- Serve food according to ServSafe guidelines.
- Clean dishes, kitchen work area, and dining area.
- Assist with event set up and serving food as needed.

Working Conditions

Exposure to heat and cold.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able read and understand recipes and instructions. Must be able to stand for long periods of time. Must be able to walk, lift, carry, grasp and handle objects including kitchen tools, dishes, and dishwashing apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus. Ability to read and understand recipes and prep sheets.

Required Education and Experience

- High school diploma or GED

Preferred Education and Experience

One year of kitchen experience

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____