

ISABELLA COUNTY

ASSISTANT COOK

General Summary

Under the supervision of the Nutrition Program Coordinator, assists the Head Cook in a central kitchen in the preparation, packaging, and distribution of food to the various meal sites. Performs cleaning and sanitation tasks such as washing food preparation equipment and utensils, sweeping and mopping floors, and related tasks.

Essential Functions

1. Removes necessary food products from storage.
2. Performs preliminary food preparation activities such as washing and paring vegetables and fruits, chopping and slicing vegetables and other foodstuffs, and mixing ingredients.
3. Helps prepare for the distribution of food in bulk to the various meal sites, includes dishing up food, packaging bread, labeling sack suppers, and performing related tasks.
4. Utilizes a variety of kitchen utensils and equipment such as blenders, mixers, grinders, and slicers, in the preparation of food items.
5. Cleans meal preparation areas, cooking utensils, dishes, appliances, and food storage areas. Sweeps and mops floor.
6. Unpacks and stocks foodstuffs and supplies.

Other Function

7. Travels to vendor locations to pick up bread and other food orders.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Reading skills necessary to read instructions, safety materials, policies, and procedures. Math skills necessary to measure and mix cleaning solutions. Prefer high school graduation or equivalent.

Experience: Prefer some prior kitchen experience.

Other Requirements:

FLSA Status: Non-exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to lift cartons of food weighing up to 45 lbs. and move to counters.
- Ability to lift trays of food weighing up to 25 lbs. and move to oven or counter.
- Ability to endure periods of prolonged standing.
- Reaching for food supplies in storage, cooler, and freezer.
- Bending to place and remove pans of food from oven.

Working Conditions:

- Majority of time spent in institutional kitchen setting.
- Exposure to chemical cleaning products.
- Works with oven, freezer, blender, steamer and various other pieces of kitchen equipment.
- Exposure to hot stove, hot trays of food, hot water, and steam.
- Works with sharp knives and other utensils.