

## COOK - YOUTH CENTER

### General Summary

Under the supervision of the Youth Center Superintendent, prepares and serves meals to residents of the Youth Center. Reviews menu plans, plans cooking schedules, and prepares a variety of meals and special dietary items. Puts away and rotates food products and supplies, and performs clean-up duties.

### Essential Functions

Reviews menu plans to determine types and quantities of foodstuffs necessary for meals. Removes necessary food products from storage or cooler and freezer.

Plans cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures that the appropriate number of meals are prepared.

Performs food preparation activities such as washing and paring vegetables and fruits, prepping other foodstuffs, and mixing ingredients.

Prepares and cooks main course meats, vegetables, and casseroles, and records cooking temperatures. Bakes cookies, brownies, cakes, and other snacks and desserts. Prepares salads and sandwiches, and serves fruit and other items according to menu plan.

Oversees and participates in the portioning of food on serving trays for distribution.

Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas, and floors.

Sets tables for meals and performs clean-up duties after meal preparation, including washing dishes, pots and pans, washing doors, taking out garbage, and doing the kitchen laundry.

Places bread orders and milk orders, and contacts bread or milk company when problems arise.

Puts away and rotates food items and supplies.

Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, french fryer, steamer, heat lamps, and slicers in the preparation of meals. Maintains a regular check on knives and utensils.

Maintains security of kitchen and accountability of all equipment and food supplies.

Closes kitchen at end of shift, includes ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and all equipment is turned off, accounting for utensils and locking up.

Performs the duties of Food Service Coordinator in that individual's absence.

### Other Functions

None listed.

*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:** High school graduation or its equivalent.

**Experience:** Some experience in institutional cooking providing experience with food preparation and service, nutritional, safety, and sanitation requirements, and therapeutic diets.

### **Other Requirements:**

*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 and move to oven or counter trays of food or cartons of food weighing up to 25 lbs.

Reaching for food supplies in storage, cooler and freezer.

Reaching, bending and stooping to inspect food items, food services equipment and floors.

Bending to place and remove pans of food from oven and to clean equipment.

Hearing and visual ability to respond to fire alarm and FM radio communications.

**Working Conditions:**

Works with oven, freezer, blenders, slicers, dishwasher, and various pieces of kitchen equipment.

Exposure to hot stove, hot trays of food, hot water, heat lamps, and steam.

Works with sharp knives and other utensils.

Exposure to chemical cleaning products.