

Job Description
SERVICE

CATHOLIC COMMUNITY

419 Sixth Street, Juneau, AK 99801
907 463-6100 -- www.ccsjuneau.org

Name

Assistant / Prep Cook

Job Title

Supervisor

Site Manager

Supervisor's Title

Location

Requirements

FLSA Status: Exempt Non-Exempt

ESSENTIAL JOB FUNCTIONS:

1. Assist in ordering food supplies and storing them properly
2. Assist in preparing meals according to Program guidelines
3. Assist in serving meals to Program participants
4. Assist in maintaining a clean, sanitary kitchen
5. Perform other related duties as required

JOB DUTIES:

1. Assist in ordering food supplies and storing them properly
 - A. Assist in preparing shopping list according to menu and supplies on hand
 - B. Assist in purchasing food and supplies consistent with Program requirements
 - C. Assist in maintaining proper storage systems of food and non-food supplies, assuring that old food and supplies are used first
 - D. Assist in preparing inventory lists
2. Assist in preparing meals according to Program guidelines
 - A. Monitor fat, sugar and salt content of foods served
 - B. Assist in preparing a meal that is attractive in color, texture, and flavor
 - C. Assist in preparing food close to serving time in order to maintain vitamin and mineral content
 - D. Review sections of Cook's Notebook as assigned by supervisor
 - E. Occasionally fill in for cook as necessary
3. Assist in serving meals to senior participants
 - A. Assist with packaging for home-delivery
 - B. Serve congregate and home-delivered meals at proper temperature
 - C. Serve meals to congregate clients according to program guidelines
 - D. Assist with proper packaging, labeling, storage, and distribution of leftovers

4. Assist in maintaining a clean, sanitary kitchen
 - A. Clean assigned areas according to cleaning schedule
 - B. Clean and sanitize food service area according to DEC and Program guidelines
 - C. Assist in maintaining orderly storage areas
 - D. Report sanitation problems to Cook
5. Perform other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of food service equipment and practices, including standardization of recipes, safe food handling; and basic nutrition.

Skilled in preparing nutritious meals.

Ability to speak, read, write, and understand the English language; follow verbal or written instructions; follow recipes and guidelines as described by the Project Office; problem solving and working with existing resources; maintain client confidentiality; be courteous; receptive to suggestions from seniors; be sensitive to seniors and persons with disabilities; maintain composure under stress; ability to prioritize workload and manage time effectively; work independently as well as cooperatively with other staff.

QUALIFICATIONS:

Experience in meal preparation and quantity food service desirable. Current safe food handler's card desirable.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS
Assistant/Prep Cook

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting	X				
Walking			X		
Standing				X	
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level			X		
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Using foot controls		X			
Repetitive motion of hands/fingers					X
Grasping with hand, gripping					X
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			

	NA	NE	O	F	C
Pushing/Pulling			X		
Work in/exposure to inclement weather	X				
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials			X		
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current				X	
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)			X		
Distinguishing colors			X		
Hearing conversations or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech				X	
Communicating by writing/reading				X	
Distinguishing odors by smell				X	
Distinguishing tastes					X
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			

	NA	NE	O	F	C
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position that have not been addressed above?

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date