

Job Description
SERVICE

CATHOLIC COMMUNITY

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

Name

Cook

Job Title

Supervisor

Site Manager

Supervisor's Title

Location

Background Check/Fingerprinting

Requirements

FLSA Status: Exempt Non-Exempt

ESSENTIAL JOB FUNCTIONS

1. Communicate with and relate to seniors and volunteers in a positive manner
2. Supervise kitchen staff
3. Plan menu according to Program guidelines
4. Order food and supplies and store them properly
5. Prepare meals according to Program guidelines
6. Serve meals to Program participants
7. Maintain a clean, sanitary kitchen according to Alaska food service regulations and Program guidelines

DETAILED JOB FUNCTIONS

1. Communicate with and relate to seniors and volunteers in a positive manner
 - A. Interact with seniors whenever possible, encouraging their comments and suggestions about the program
 - B. Inquire about senior participants' menu and recipe likes and dislikes and how to correct it
 - C. Encourage senior volunteer participation in kitchen preparation and dining areas service. Use this training time as a possible source for volunteer substitutes.
2. Supervise kitchen staff
 - A. Assign duties of each kitchen worker on a daily basis
 - B. Assist the NTS Regional Coordinator and Site Manager in evaluating work performance of kitchen staff
 - C. Instruct kitchen staff in proper food preparation and the use of standardized recipes
 - D. Instructs kitchen staff involved in the proper purchase, requisition, and receipt of food and invoices
3. Plan menu according to Program guidelines
 - A. Follow menu with Program guidelines, local preferences, native foods, and

- supplies on hand
 - B. Consult with Site Manager when necessary
 - C. Give menu to Site Manager to post
 - D. Inform Site Manager if menu changes
 - E. Maintain up-to-date Cook's Notebook and recipe file
- 4. Order food and supplies and stores them properly
 - A. Prepare shopping list according to menu and supplies on hand
 - B. Purchase food and supplies consistent with Program requirements
 - C. Maintain proper storage systems of food and non-food supplies, assuring that old food and supplies are used first
 - D. Prepare inventories as directed by the Project Office
 - E. Monitor and control raw food costs
 - F. Solicit donations to help reduce raw food costs
- 5. Prepare meals according to Program guidelines
 - A. Estimate food servings in accordance with Title III guidelines, eliminating waste and leftovers
 - B. Monitor fat, sugar, salt, and additive content
 - C. Prepare a meal that is attractive in color, texture, and flavor
 - D. Prepare food close to serving time in order to maintain vitamin and mineral content
 - E. Prepare locally-obtained foods (such as fresh fish) whenever possible according to DEC regulations
- 6. Serve meals to Program participants
 - A. Portion congregate and home-delivered meals in accordance with Title III guidelines
 - B. Portion home-delivered meals for packaging
 - C. Serve meals at proper temperature
 - C. Perform home-delivered meal temperature check and report results to Site Manager on a weekly basis
 - D. Utilizes leftovers properly with appropriate packaging and labeling for future use at center or distribution to seniors
- 7. Maintain a clean, sanitary kitchen according to Alaska food service regulations and Program guidelines
 - A. Assure program cleaning schedule followed on a daily, weekly, monthly, and seasonal basis
 - B. Assure cleaning and sanitation carried out according to DEC and Program guidelines
 - C. Maintain orderly storage areas
 - D. Report sanitation problems to Site Manager
- 8. Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of food service equipment and practices; including standardization of recipes, inventory control, portion control, cost management; safe food handling; and basic nutrition. Skilled in preparing nutritious meals and presenting them in an appealing manner. Ability to speak, read, write, and understand the English language; follow verbal or written

instructions; to train kitchen staff; 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 menu planning; meal preparation; standardization of recipes; and quantity food service is highly desirable. In Ketchikan and Juneau, this experience is required. CPR/First Aid Certification

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

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?

Ability to manage stress related to criticism from seniors and to train and supervise staff.

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