



JOB DESCRIPTION

POSITION: Line/Prep Cook

RESPONSIBLE TO: Food Service Program Kitchen Manager

LEVEL/SALARY RANGE: 4

EMPLOYMENT STATUS: Full time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with the Food Service Kitchen Manager to prepare, cook and serve food to customers at the Jefferson kitchen location in accordance with the agency mission. Supports the operations of an efficient kitchen, providing high quality meals in accordance with established standards of nutrition, health and sanitation.

DUTIES AND RESPONSIBILITIES:

1. Maintain sanitation, health, and safety standards in work areas.
2. Clean, stock, and restock workstations and display cases.
3. Verify that prepared food meets requirements for quality and quantity.
4. Clean food preparation areas, cooking surfaces, and utensils.
5. Cook the exact number of items ordered by each customer, working on several different orders simultaneously.
6. Take food and drink orders and receive payment from customers.
7. Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.
8. Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
9. Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.
10. Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos,

following specific methods that usually require short preparation time.

11. Measure ingredients required for specific food items being prepared.
12. Wash, cut, and prepare foods designated for cooking.
13. Serve orders to customers at windows, counters, or tables.
14. Pre-cook items such as bacon, to prepare them for later use.
15. Helps to prepare foods for special events
16. Assist with the development and testing of standardized recipes and portion control methods including weighing of meal components.
17. Prepare standardized recipes accurately and efficiently.
18. Prepare and serve beverages such as coffee and other drinks.
19. Schedule activities and equipment use with food service manager and other kitchen staff, using information about daily menus to help coordinate cooking times.
20. Assist with ordering and taking delivery of supplies and maintaining accurate inventory counts.
21. Adhere to sanitation and safety procedures in accordance with ServSafe, local health department and funding source regulations.
22. Follow routine cleaning and maintenance schedules for the kitchen and equipment including washing dishes, sweeping and mopping floors.
23. Help to ensure quality service delivery to customers and helps to resolve customer issues and/or concerns.
24. Substitute for staff members as needed.
25. Comply with all food, sanitation and physical safety issues related to the Summer Food Service Program and ACCAA. Report all safety incidents/concerns as required.
26. Attend staff meetings and trainings as required.
27. Maintain customer confidentiality as required by ACCAA and funding sources.
28. Perform other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will possess at least three years of work experience in food preparation. ServSafe Level I Food Handler certification preferred. Candidate will be required to demonstrate culinary skills prior to hiring. Must also possess leadership skills and the ability to work independently and in a team environment. Must have knowledge of or ability to effectively learn all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening.

Position requires the ability to bend, perform repetitive motion with hands and arms, and lift up to 50 lbs. Tasks may also involve continuous standing, walking, and crouching to

retrieve items from lower areas up to higher areas in the kitchen and storage areas. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.**

Signature

Date

Reviewed 7-11-2019