

JOB DESCRIPTION

COOK

This is a Full-Time position incorporating week days and weekends

QUALIFICATIONS:

KNOWLEDGE:

Knowledge in techniques of food preparation as well as safety and health requirements involving City and State codes on food handling. Must maintain personal hygiene, proper personal appearance and behavior.

ABILITIES:

Ability to understand and be sensitive to the needs of the residents assigned. Ability to communicate effectively both verbally and in writing. Ability to apply and enforce policies, to follow instructions and to problem solve. Ability to prepare and serve nutritious meals as necessary to center residents and staff.

EDUCATION and EXPERIENCE:

High School graduate or equivalent plus two years continual experience in institutional food service or one year's experience and certificate from accredited Culinary institute.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Food Service Manager to coordinate all meals.

SUPERVISION EXERCISED:

Exercises supervision over Resident Workers, Booters and residents while in the kitchen or dining facility.

WORKSITE and CONDITIONS:

The worksite consists of three minimum Security/Counseling correctional facilities located in Great Falls, Montana. The facilities are residential in nature, housing non-violent, adult male and female offenders.

SUMMARY OF WORK

Under the supervision of the Food Service Manager the cooks will provide wholesome, healthy meals to all Center residents and appropriate staff members. The Center's meal program must comply with all appropriate contract requirements and provide a nutritious, balanced diet for all participants. The program must comply with all applicable health and safety requirements.

MAJOR DUTIES and RESPONSIBILITIES:

The Cook is responsible for the preparation of all foods consumed during scheduled meals at the Transition Center (T.C.) and the preparation of all lunches for residents who are gainfully employed or who are currently enrolled in an authorized Education program away from the T.C. In addition the Cook will:

- 1. Meals will be prepared so the serving of the meals can be accomplished during the following scheduled times:**

		Meal Hours
Weekdays	Breakfast	0600-0700
	Lunch	1200-1300
	Dinner	1630-1800
Weekends	Brunch	0800-1000
	Dinner	1630-1800

- 2. During scheduled meals, the On-Duty Cook is responsible for serving the prepared foods to assure that all persons eating the meal receive an adequate portion to insure good nutrition.**
- 3. After the meal is served, the On-Duty Cook is responsible for properly cleaning of the Cook's work area (i.e. both stoves, and all adjacent counter areas.)**
- 4. The On-Duty Cook will be responsible to insure that all food storage areas are maintained in a sanitary and orderly manner at all times.**
- 5. The On-Duty Cook will be responsible to operate and maintain all kitchen equipment in a safe condition and remove from service any equipment or utensil that is found defective or broken.**

- 6. The On-Duty Cook will maintain strict health and safety standards at all times to include the proper use of headgear (hats, scarf, nets and hair bands.)**
- 7. Must plan for each day with food supervisor the menu for each week.**
- 8. Must follow directions as to recipes and the proper cooking of foods, the cleaning of meat, vegetables and fruits before preparation; proper saving methods of leftovers.**
- 9. Responsible for foods and miscellaneous items to be put away in proper order on shelves or coolers and freezers.**
- 10. Be responsible for inventory of supplies once a week.**
- 11. Direct the residents as to usage of dish washing unit, cleaning of floors, refrigerators, counters and shelving, dining room, coffee machine, and milk machine.**
- 12. Be responsible for cleaning ovens, deep fat fryer and stoves, walk-in cooler, utility room, store rooms on a weekly basis.**
- 13. Limited conversation with residents.**
- 14. Usage of proper protective gloves when required.**
- 15. Cleanliness is a must. Finger nails, hair, wearing clean aprons, washing hands regularly.**
- 16. Check in foods and paper products delivered to the Center and sign invoices if they are correct and food product is satisfactory.**
- 17. Be responsible for rotation of all foods to eliminate spoilage.**
- 18. Present attractive food buffet line and proper heating or cooling of foods on the line.**
- 19. Covering all foods when putting in cooler, maintain clean bowls, salad dressing containers, butter and peanut butter containers. The individual will be responsible for wiping and cleaning containers with food products in them.**
- 20. Proper clean -up of floor and cooking area is the Cooks responsibility to be keep clean and neat.**

- 21. Transporting foods from Food Bank and other in town vendors.**
- 22. Inspect and as necessary prepare save plates and sack lunches for residents who are gone from the Center.**
- 23. Be present through noon meal and evening meal, as to meet the needs of those eating.**
- 24. Be able to work with male and female residents and booters who are assigned to the kitchen.**