

Title: Cook

Summary Description:

Prepares and serves food items according to planned approved menus and orders food and kitchen supplies.

Duties:

Prepares food for delivery, serves hot home delivered and congregate food.

Is responsible for food preparation according to menus, including special diets.

Is responsible for ordering supplies, such as food, milk, bread, chemicals and packaging supplies.

Is responsible for verifying that orders are correct and that billing is correct.

Is responsible to following what the budget allows and ensuring the best value for what is ordered.

Is responsible for rotating all supplies to ensure freshness according to expiration dates and to eliminate over ordering of stock.

Is responsible for a sanitary and organized kitchen and dining room, this would include, but is not limited to: putting away dishes, daily cleaning and putting away stock. Must be able to lift 20 to 50 pounds.

Is responsible to notify Director immediately of any problems with all equipment. This includes all electrical, gas, plumbing or construction problems.

Complies with Food Service operating procedures, County Policies and Procedures, Heritage Policies and Procedures including all health, sanitation and safety standards.

Performs other duties as assigned by Director.