

## **Job Description**

**Department:** Friendship House

**Job Title:** Cook

**Reports to:** Friendship House Manager

**Job Purpose:** The Cook is responsible for preparing and directing the preparation of food to be served, complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures. The Cook is also responsible for appropriate use of facility supplies and equipment to minimize loss and waste.

### **Essential Duties and Responsibilities:**

- Prepare and serve meals according to the planned menu and/or food supply as directed by the manager.
- Comply with established sanitation, personal hygiene, and health standards. Observe proper food preparation and handling techniques.
- Store food properly and safely, marking and dating each item.
- Report need for equipment repair and maintenance to manager.
- Clean kitchen following meals, including dishes and appliances used.
- Monitor inventory of food and supplies and report needs to manager.
- Assist in receiving and organizing food and supply inventory.
- Remain in good standing as a Friendship House member.

### **Additional Duties and Responsibilities:**

- Accomplish all tasks as appropriately assigned or requested.

### **Competencies:**

- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

**Experience and Education:**

Required:

- Current Friendship House member in good standing
- Knowledge and experience in food service
- Ability to read and write
- Ability to stand for long periods of time, walk up and down stairs, and lift at least 10 pounds

*This job description is not intended to be all-inclusive and does not constitute a written or implied contract of employment. The employee will be expected to perform other reasonably related duties as assigned by the immediate supervisor and / or other management personnel.*