

Cook

Crisis Center, Inc

Qualifications:

1. Knowledge of proper food preparation and storage methods.
2. Cooking experience for children, youth and adults
3. Able to develop nutritious, well-balanced menus
4. Aware of and complies with health and safety requirements of state Board of Health and/or state Department of Education
5. Orders food and supplies and maintains inventory control
6. Meets cleanliness standards and kitchen maintenance standards
7. Have one year of food preparation and cooking experience, a valid driver's license, able to meet state child welfare requirements, have a current food handler's card
8. Have training, or willing to be trained in CPR, First Aid and other certifications as may be required, within 30 days of hire.

April, 2013

Cook

BASIC FUNCTIONS

Meal planning
Purchasing of kitchen stores, food and supplies
Maintaining inventory
Food preparation
Assuring standards of sanitation are met

- I. Meal planning and Purchasing
 - A. Ordering food and non-food products
 - B. Maintaining nutrition and sanitation requirements
 - C. Cost containment and waste control provisions
 - D. Provide three (3) meals and (2) snacks for residents
 - E. Provide special request and special occasion meals as requested
 - F. Provide advice on maintenance or replacement/repair needs

- II. Record Keeping
 - A. Production records
 - B. Commodity inventory records
 - C. Records of meals served
 - D. School lunch records (state of Indiana reports)
 - E. Nutritional records

- III. Sanitation
 - A. Knowledge and implementation of state of Indiana standards
 - B. Develop and maintain clean-up schedule
 - C. Supervise all resident assistance in the kitchen
 - D. Provide instruction in sanitation
 - E. Aid in provision of nutrition information
 - F. Inform supervisor(s) of maintenance needs
 - G. Post procedures, charts and menus

- IV. Training
 - A. Attend workshops or other nutrition and preparation trainings
 - B. Remain current with requirements regarding nutrition and sanitation