



**Position Title:** Cook

**Department:** Food Service

**Reports to:** Food Service Manager

**FLSA Status:** Non-Exempt, Hourly

**Job Type:** Part-Time

**Hours:** 13hrs/wk., Monday-Sunday, 3:00 p.m. – 6:30 p.m., Alternating weekends. *Schedule subject to change.*

**Compensation:** \$13.00/hr.

## Job Summary

Reporting to the Food Service Manager, the Cook will prepare and/or direct the preparation of dinner to be served to participants of the Erie City Mission. This role is responsible for menu development, cleaning and sanitation of all pantries, refrigerators, freezers and dining/serving areas, and the management and delegation of volunteers assigned to work in the Kitchen.

## Responsibilities

### Essential Functions:

#### Food Service

- Prepare ingredients: wash, peel, portion, chop, and store food.
- Operate ovens, stoves, grills, microwaves, and fryers to prepare foods.
- Assist with placement of food on steam and cold tables as needed; ensure rotation and proper timing of food.
- Ensure kitchen is ready for preparation of meals.
- Verify food is satisfactorily cooked in both quality and quantity prepared.
- Inspect tools and equipment before and after use to ensure they are clean and in proper working order.
- Maintain adequate inventory of cooking ingredients, supplies, and documents using order board.
- Assist with set-up and tear down of work and action stations as needed.
- Assist in the development and implementation of new menus.
- Work with supervisor to review and discuss needed changes in goals or objectives.
- Receive and track all in-kind and monetary donations.
- Load and unload deliveries.

- Maintain compliance with all Department of Health codes.
- Collaborate with team members to ensure a smooth-running operation.
- Follow leadership of the Food Service Manager.
- Perform other duties as assigned by the Food Service Manager.

### **Education & Experience**

High school diploma and a minimum of one year of successful experience in food service field or related role preferred. Applicant must be Servsafe certified and hold a valid driver's license.

### **Skills & Abilities**

- Must have a knowledge of food products, standard recipes, and proper preparation.
- Must be able to operate commercial kitchen and food preparation equipment.
- Ability to read and follow established recipes.
- Ability to effectively use senses such as sight, hearing, and smell to distinguish a products taste, texture, and presentation.
- Must have a valid and clean driver's license, reliable transportation.
- Strong writing, verbal, interpersonal, and group communication skills.
- Tech-savvy, computer skills: proficiency in Microsoft Office software required
- Exceptional administrative, organizational, and time management skills.
- Personal qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude.
- Demonstrated experience with and sensitivity to varying cultural, ethnic, and social background, values, and attitudes.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, in order to maintain the integrity of the organization.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 50 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

### **Other**

Works primarily out of the main campus in Kitchen. May be required to adjust schedule and work during holidays.

### **Benefits**

#### **Part-time employees receive:**

- 401(k) with generous 5% company match