

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Prep Cook  
**DEPARTMENT:** Nutrition and Activities  
**REPORTS TO:** Lead Cook & Food Service Manager  
**APPROVED:** **September 2019**

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**JOB SUMMARY:** Assists with preparation of food, preparing frozen meals for distribution by drivers, dish washing, and pot and pan washing.

**ESSENTIAL DUTIES AND RESONSIBILITIES:**

**Prep Duties:**

1. Sets up dishwashing area, checks dishwasher temperatures and chlorine parts per million (PPM).
2. Assists with daily prep tasks as required.
3. Responsible for production and packaging of frozen meals.
4. Maintains safe and sanitary procedures according to program standards and policies in all areas of cleanup and food services.
5. Assists Lead Cook in preparation of meals and starch ideas as needed.
6. Assists Assistant Cook in preparation of meals as needed.
7. Maintains cleanliness in the meal service area and works with volunteers as needed.
8. May assist in menu planning.

**Dishwashing Duties:**

1. Cleans, washes, sanitizes, and stores meal service dishes, pots, and pans, as well as work areas and food service equipment.
2. Transports dishes and meal pans to and from meal service area and dish room.
3. Maintains cleanliness in dish area.
4. Checks temperatures and sanitizes surfaces and equipment daily; documents activity.
5. Changes bucket containing sanitizer, soap, and rinse.
6. Checks dishwasher temperature and chlorine PPM daily. Addresses any problems that may arise with the Food Service Manager.
7. Participates in training and other meetings as required by the Food Service Manager.

**General Duties:**

1. Works with student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher, and mentor.
2. Other duties as assigned.

**EDUCATION &/or EXPERIENCE:**

1. Prior experience in food handling, service, and cleanup desirable.

2. Basic knowledge and understanding of, and ability to follow public health and safety standards.

**LICENSES OR CERTIFICATES:**

1. Food Handler’s certification required (ServSafe, National Registry of Food Safety Professionals, or other approved certification).

**JOB SKILLS:**

1. Ability to read, write, and speak English. Ability to write and follow oral and written instructions.
2. Ability to handle and prepare food in accordance with high quality food preparation, sanitation and safety standards.
3. Ability to communicate effectively both verbally and in written form.
4. Ability to relate to and communicate with elderly and frail persons as well as co-workers.
5. Ability to secure cooperation of volunteers.

**SUPERVISORY REQUIREMENTS:**

1. This position has no supervisory requirements.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with employees and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.				x		Reach over shoulder			x		
11-20 lbs.			x			Reach over head			x		
21-50 lbs.			x			Reach outward				x	
51-100 lbs.	x					Climb		x			
Over 100 lbs.	x					Crawl	x				
						Kneel			x		
<b><i>Pushing/Pulling</i></b>						Squat			x		
Under 10 lbs.			x			Sit			x		
11-20 lbs.			x			Walk-Normal Surfaces			x		
21-50 lbs.			x			Walk-Uneven Surfaces		x			
51-100 lbs.	x					Walk-Slippery Surfaces		x			
Over 100 lbs.	x					Stand					
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key						Automatic Trans	x				
Fingering (Fine dexterity)				x		Standard Trans	x				
Handling (grasping, holding)				x							
Repetitive Motion-Hands				x							
Repetitive Motion-Feet	x										

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

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Employee Signature

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Date