

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Prep Cook
DEPARTMENT: Nutrition & Activities
REPORTS TO: Food Service Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: December 2020

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

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 function effectively within a multi-service, community-based nonprofit agency.
2. Possess knowledge and sensitivity to the needs of the elderly.
3. Ability to work as part of diverse teams made up of various occupations, collaborating for common goals.
4. Ability to interpret and comply with various agency, program, and food safety requirements.
5. Possess knowledge, skills, and experience with food programs as well as large quantity and progressive cookery.
6. Possess general knowledge of basic nutrition, food sanitation, and food safety.
7. Possess attention to detail and ability to judge food quality.
8. Ability to handle and prepare food in accordance with high quality food preparation, sanitation and safety standards.
9. Ability to use and care for various types of kitchen utensils and equipment.
10. Ability to learn quickly and remain flexible while working in a constantly changing environment.
11. Possess critical thinking skills. Ability to use good judgment, be resourceful, and solve problems.
12. Ability to maintain strong, effective interpersonal relationships.
13. Ability to maintain a positive attitude and to act with tact and diplomacy.
14. Ability to work cooperatively and to be respectful and helpful to others.
15. Ability to communicate effectively with others in verbal and written form.
16. Ability to read, write, and follow oral instructions and instructions written in English.
17. Ability to respond to direction and improve performance through feedback.
18. Ability to manage time effectively.
19. Ability to maintain excellent attendance and punctuality records.

SUPERVISORY REQUIREMENTS:

1. This position has no Supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers 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
Lifting/Carrying						Twisting/Turning					
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		
Pushing/Pulling						Driving					
Under 10 lbs.			X			Squat			X		
11-20 lbs.			X			Sit			X		
21-50 lbs.			X			Walk-Normal Surfaces			X		
51-100 lbs.	X					Walk-Uneven Surfaces		X			
Over 100 lbs.	X					Walk-Slippery Surfaces		X			
						Stand					
Other						Driving					
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.

Employee Signature

Date