

HUMBOLDT SENIOR RESOURCE CENTER

Job Description

JOB TITLE: Lead Cook
DEPARTMENT: Nutrition and Activities
REPORTS TO: Food Service Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: March 2022

JOB SUMMARY: Responsible for leading the Central Kitchen team in the daily preparation of meals to all satellite kitchens and Home Delivered Meal production. Maintains high standards of quality, safety, and sanitation and is responsible for keeping accurate records of food and supplies. Must have proven leadership ability and have good multi-tasking and problem solving skills.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Prepare daily entrée, starch, and vegetable in Central Kitchen in accordance with project contract and daily orders using standardized recipes. Prepare menu components for frozen meals as needed. Assist with food preparation for catering as assigned by Food Service Manager.
2. Supervises Central Kitchen employees and supplemental workforce (e.g. WEX workers, volunteers, etc.) to ensure timely, efficient production and a smooth daily workflow. Guides Central Kitchen team in day-to-day operations including rest breaks.
3. Oversee Assistant Cook and Prep Cook during preparation, service, and clean-up of meals. Prepares production schedule for Prep Cook.
4. Lead daily/weekly production meetings with Central Kitchen team.
5. Ensure appropriate quantities of bulk food are delivered to satellite kitchens. Complete daily bulk temperature sheets for all sites, the site quantity sheets, and productions lists.
6. Maintain accurate records for refrigerators, freezers, food temperatures, menu substitutions, serving portions, and meal evaluation comments under direction of the Food Service Manager.
7. Update weekly nutrition contract projection sheets and submit to the Finance Department.
8. Instruct servers on proper serving techniques and serving portions on a daily basis.
9. Maintain sanitation policies and procedures and cleanliness at work stations. Assist in washing pots and pans.
10. Perform duties as assigned on cleaning schedule.
11. Complete monthly inventory in conjunction with the Food Service Support Assistant.
12. Responsible for all produce and Farmers Brothers orders.

13. Assist in menu planning and recipe development in conjunction with Food Service Manager.
14. Maintain effective communication with Food Service Manager, Central Kitchen team, and other Nutrition & Activities program employees and volunteers.
15. Maintain effective communication with Food Service Manager concerning problems encountered in food production, meal service, and related areas as well as potential safety concerns or equipment problems.
16. Attend training and other meetings as directed by Food Service Manager.
17. Serve as a Supervisor to student interns and volunteers working within the professional discipline and program area. Participate actively in their training as a guide, teacher and mentor.
18. Acts in a manner consistent with agency values.
19. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent required.
2. One (1) to two (2) years of experience in the food service industry preferred.
3. Experience in large-batch quantity food production preferred.

LICENSES OR CERTIFICATES:

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

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.

JOB SKILLS:

1. Ability to read, write, and speak English. Ability to write oral instructions, and follow oral and written instructions.
2. Ability to follow prepared menus and recipes, add, subtract, divide and multiply as well as make weight and measure conversions such as teaspoons to tablespoons, cups to pints, ounces to pounds, etc.
3. Ability to handle and prepare food in accordance with high quality food preparation, sanitation and safety standards.
4. Ability to follow prepared menus, extend recipes, make close estimates of quantity of food required and to use portion control.
5. Ability to operate and maintain food service equipment properly.
6. Ability to maintain accurate records.
7. Ability to work well with people, to direct employees and volunteers, and to communicate with support employees.

8. Serves as a supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher and mentor.
9. Ability to use Outlook calendar, send and check emails. Must be able to use Microsoft Word, Excel and have basic computer knowledge to use, save and navigate files on a computer.
10. Ability to communicate effectively both verbally and in written form.
11. Ability to multi-task and make independent judgement to quickly and efficiently solve issues in a busy kitchen setting.

SUPERVISORY REQUIREMENTS:

1. This position has supervisory responsibilities which are outlined above.

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
<i>Lifting/Carrying</i>							<i>Twisting/Turning</i>						
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		
<i>Pushing/Pulling</i>							Squat				x		
Under 10 lbs.					x		Sit						
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						x
<i>Other</i>							<i>Driving</i>						
Keyboard/Ten Key				x				x					
Fingering (Fine dexterity)					x								
Handling (grasping, holding)					x								
Repetitive Motion-Hands					x								
Repetitive Motion-Feet	x												

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