

Monroe County Youth Center Cook

Department: Youth Center

Wage Grade: Rye-4

FLSA Status: Non-Exempt

Affiliation: United Steelworkers AFL-CIO-CLC

General Summary:

Under the general supervision of the Youth Center Director, prepares menus and meals according to National School Lunch Program (NSLP) regulations in regard to nutrition, calories and other dietary guidelines. Ensures compliance with all local, state and federal food safety protocol. Ensures that all kitchen security protocol is observed in terms of counting utensils and locking doors and serving windows.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Plans menus and writes recipes in accordance with NSLP requirements.
- Manages and coordinates the day-to-day food service operations and ensures compliance with safety and sanitation procedures.
- Modifies and adjusts the menu as necessary for residents with special medically necessary dietary needs.
- Monitors and reviews food and kitchen supply inventory and places inventory orders within budgetary guidelines.
- Maintains necessary temperature logs for freezers, coolers and dry storage areas.
- Documents and records daily food temperature logs for all prepared foods.
- Receives and rotates stock to ensure “first in” products are used prior to “last in” products.
- Trains and assists other kitchen employees in the proper handling of food and the correct use and care of kitchen equipment as well as facility security protocols.
- Cleans, organizes and maintains the highest degree of cleanliness and sanitation in the kitchen, storage rooms and coolers/freezers.
- Organizes stock so that it is easily accessible and organized according to proper food storage protocol.
- Plans meals according to the Youth Center daily schedule.

- Ensures that the kitchen is closed properly at the end of each shift and that all equipment is turned off and locked appropriately.
- Prepares special meals for holidays or other occasions at the discretion of the Director.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High School graduation or equivalent. Certified in a recognized food safety course or ability to become certified within one year of employment.

Experience:

Other Requirements:

- Must be certified or have the ability to become certified in Serv-Safe or equivalent food safety course within one year of employment;
- Must have reached 21 years of age or older at the time of application submission;
- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHS central registry check and professional references;
- Possession of a valid driver's license.

Knowledge of:

- Safe handling and storage of food products;
- Basic measurements for recipes;
- Proper use of kitchen equipment and maintenance;
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Understanding written sentences and paragraphs in work related documents;
- Communicating effectively in verbally and in writing as appropriate for the needs of the recipient;
- Talking/listening to others to convey information effectively;

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences;
- Work under the pressure of deadlines;
- See details at close range;
- Utilize time management skills;
- Logic and reasoning to reach conclusions to problems;
- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or

promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Visual acuity sufficient to read recipes;
- Hearing ability sufficient to use telephone and two-way radios;
- Ability to lift and move equipment or items weighing up to 40 lbs;
- Ability to walk, bend, stoop, and stand for lengthy periods of time;
- Ability to work in extreme temperatures (stocking cooler/freezer) for short periods of time;
- May drive a County or personal vehicle in the course of the work.

Working Conditions:

- Works in a 24/7 secure facility primarily in a commercial kitchen environment;
- Possible exposure to upset or irate youth or visitors.