



JOB DESCRIPTION: Cook

Number: J-11

Date of Origin: 12-7-79

Date of Revision: 02-12-99

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I. Purpose:

- A. Provide for the nutritional needs of the residents admitted to Agency programs.
- B. Maintain a healthy and sanitary eating environment for the residents.
- C. Integrate food services and well maintained facilities into the daily life of the youth care program.

II. Qualifications:

- A. Familiarity with federal child nutrition programs. Alternatively, must become familiar immediately after employment.
- B. Adaptable to the transitional needs of a youth care program.
- C. Mathematical and record keeping ability.
- D. Food preparation experience, preferably in a cafeteria setting.
- E. Able to lift weight up to 40 pounds.

III. Responsible To: Support Services Supervisor

IV. Principal Accountabilities:

- A. Prepare appetizing and appropriate meals that meet or exceed the recommended nutritional requirements of children.
- B. Provide a homelike but practical environment in which children can feel comfortable while also meeting the needs of an institutional setting.
- C. Prepare timely and accurate documentation concerning the procurement and utilization of supplies and food products.
- D. Plan and follow menus.
- E. Purchase and maintain inventories of food supplies necessary for meal preparation.
- F. Purchase other items necessary to run a kitchen and dining room in a group living environment such as sanitation items, paper products, and related items.
- G. Oversee the general maintenance and cleanliness of all equipment, kitchen and dining room areas.
- H. Verify compliance with all food service and health and safety guidelines.
- I. Work cooperatively with other staff members to meet resident's nutritional needs.
- J. Respond to other expectations of the Agency and/or supervisor.