

**INGHAM COUNTY
JOB DESCRIPTION**

COOK - YOUTH CENTER

General Summary :

Under the supervision of the Youth Center Shift Supervisor, prepares and serves meals to residents of the Youth Center. Reviews menu plans, plans cooking schedules, and prepares a variety of meals and special dietary items. Assists in maintaining ongoing inventory of needed food quantities sufficient to meet menu plans. Oversees residents who assist with food service and clean-up tasks.

Essential Functions :

1. Reviews menu plans to determine types and quantities of foodstuffs necessary for meals. Removes necessary food products from storage or cooler and freezer.
2. Plans cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures that the appropriate number of meals are prepared.
3. Performs food preparation activities such as washing and paring vegetables and fruits, prepping other foodstuffs, and mixing ingredients.
4. Prepares and cooks main course meats, vegetables, and casseroles, and records cooking temperatures. Bakes cookies, brownies, cakes, and other snacks and desserts. Prepares salads and sandwiches, and serves fruit and other items according to menu plan.
5. Oversees and participates in the portioning of food on serving trays for distribution.
6. Maintains records on residents with special dietary needs and ensures that meals are prepared in accordance with medical recommendations.
7. Ensures compliance with state and federal regulations regarding food preparation, service, and storage. Ensures proper sanitation of all food service areas and equipment.
8. Assists in maintaining an ongoing inventory of food supplies in storage, coolers, and freezers. Puts away and rotates stock.
9. Reviews invoices for food items received and compares to orders, received items, and quoted costs.
10. Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, steamer, and slicers in the preparation of meals. Maintains a regular check on knives and utensils.

11. Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas, and floors.
12. Oversees residents in washing trays and pots and pans, sweeping, mopping and related cleaning tasks.
13. Maintains daily and monthly meal census records, and records amount of food consumed and wasted.
14. Closes kitchen at end of day, includes ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and all equipment is turned off, accounting for utensils, and locking up.

Other Functions:

15. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or its equivalent.

Experience: Some experience in institutional cooking, providing experience with food preparation and service, nutritional requirements and sanitation requirements.

Other Requirements:

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 requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to lift cartons of food weighing up to 45 lbs. and move to counters.

Ability to lift trays of food weighing up to 25 lbs. and move to oven or counter.

Ability to spend most of eight hour shift on feet while standing at work counter, portioning food, and participating in clean-up activities.

Reaching for food supplies in storage, cooler, and freezer.

Bending to place and remove pans of food from oven.

Working Conditions:

Majority of time in institutional kitchen setting.

Works with oven, freezer, blender, steamer, and various other pieces of kitchen equipment.

Exposure to hot stove, hot trays of food, hot water, and steam.

Works with sharp knives and other utensils.

Works with residents of Youth Center.

Exposure to chemical cleaning products.

