



## COOK

Regular/Hourly/Non-Exempt Service

BHJC – Cook, Memphis, TN, US

<b>SUMMARY OF POSITION FUNCTIONS:</b>
Responsible for preparing center meals, establishing menu and determining quantities of food.
<b>MAJOR DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Prepares quantities of food according to the menu and number of students/employees, in accordance with local, state, and national food safety regulations.</li> <li>• Ensures proper set up of food items on the serving lines as directed by the Senior Cook.</li> <li>• Assists in serving meals.</li> <li>• Adheres to all state guidelines concerning food safety and proper food handling procedures, and cleans assigned areas.</li> <li>• Sets up and helps serve food items on the serving lines.</li> <li>• Responsible for daily production sheets for food preparation, pull sheets, and inventory control.</li> <li>• Maintains inventory of foodstuffs and requests additional food as necessary.</li> <li>• Assists in cleaning and maintaining kitchen and dining areas.</li> <li>• Reports unsafe or unsanitary conditions in the kitchen/dining area.</li> <li>• Insures leftover foods are properly covered and stored.</li> <li>• Supervises and assists culinary arts and work-based learning students in proper food preparation and storage. Directs work of students who are assigned to serving line.</li> <li>• Maintain daily record of temperature (HACCP).</li> </ul>
<b>Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.</b>
<b>SKILLS/COMPETENCIES:</b>
<ul style="list-style-type: none"> <li>• Knowledge of safety and sanitation requirements in food preparation and storage</li> <li>• Knowledge of methods of preparing cooking and serving food</li> <li>• Proven ability to plan and sequence the timing of food and preparation of tasks</li> <li>• Ability to multi-task and work effectively under pressure</li> <li>• Ability to follow oral and written instructions; excellent organizational skills</li> <li>• Ability to establish and maintain effective working relationships with others</li> <li>• Proficient in the use of computer software such as MSWord, Excel and Outlook, etc.</li> </ul>
<b>EDUCATION REQUIREMENTS:</b>
<ul style="list-style-type: none"> <li>• High School Diploma or GED</li> </ul>
<b>EXPERIENCE:</b>
<ul style="list-style-type: none"> <li>• 2 years of work related experience in a cafeteria/food service setting.</li> </ul>
<b>OTHER:</b>
<ul style="list-style-type: none"> <li>• Must be ServSafe-certified or have the ability to be certified</li> <li>• Must possess a valid driver's license with an acceptable driving record</li> </ul>

***ETR is an equal opportunity employer and, as such, hires individuals solely on the basis of their qualifications and ability to best meet the needs of the organization and our operations.***

***Minorities/Females/Veterans/ Disability***

***Be advised, background and drug screens are required for all positions***