



Cook

Reports to the Food Services Supervisor or designee and is an hourly, non-exempt position. Responsible for preparing center meals, establishing menu and determining quantities of food needed. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Able to operate kitchen equipment and safely handle knives, etc.
- Prepares daily center meals and ensures that they are ready to serve according to menu, recipe and schedule.
- Ensures meals are wholesome, appetizing and eye-appealing meals.
- Maintains inventory of foodstuffs, requests additional food and recommends replenishment items as necessary.
- Assists in preparing weekly and monthly food service reports.
- Coordinates activities of cook helpers in preparation, efficient and timely arrangement, servicing and cleanup of meals; takes charge of all food service functions on assigned shift in absence of Food Service Manager and Senior Cook.
- Assists in the cleaning and maintaining of kitchen and dining areas, and maintains kitchen equipment in orderly workable condition
- Maintains daily record of food cost and amount of food used.
- Reports unsafe or unsanitary conditions in the kitchen/dining area.
- Ensures leftover foods are properly covered and stored.
- Directs work of students who are assigned to serving line.
- Attends required staff training sessions.
- Cultivates and maintains a climate on center that is free of harassment, intimidation, and disrespect to provide a safe place for staff and students to work and learn.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Performs other duties as assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- High School diploma or equivalent.
- Two or more years' food preparation training and related work experience.
- Must possess or be able to obtain a ServSafe food safety certification.
- Valid driver's license in the state of employment with an acceptable driving record.

Additional Requirements: Knowledge of all aspects of food preparation, cooking and good nutrition. Able to work some weekends and flexible hours. Well-developed habits of personal cleanliness and hygiene. Must meet state or local food handling requirements, whichever are more restrictive. Must maintain CPR/First Aid certification. Ability to effectively relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent standing, walking, bending, squatting, kneeling and occasional sitting, stooping, lifting 50 pounds, carrying. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in heat up to 93 degrees outdoors in summer months; and ability to work in temperatures as low as 33 degrees in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.