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**California Human Development**

**Job Description**

**Employee Name:**

**Job Title:** Cook
**Department/DIVISION:** Housing

**Reports To:** On-SiteManager
**FLSA Status:** Non-Exempt

**Location:**
**Revised Date:** 08/07/2020

**Summary Description**: The cook performs the preparation of meals and manages kitchen duties at their assigned location.

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Site Manager, the Cook will:

* Prepare full course meals from preset menus.
* Plan meals in compliance with all applicable regulations.
* Maintain stock and inventory control of all food and kitchen supplies.
* Maintain safety/health standards, and order and cleanliness, in the kitchen area.
* Attend all required meetings.
* Perform other related duties as required.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Ability to communicate effectively verbally with individuals and groups.
* Ability to read, analyze, and interpret governmental regulations in English or Spanish.
* Spanish-speaking ability highly desirable.
* Ability to use arithmetic skills normally applied in this position.
* Sufficient capability in cognitive reasoning to perform the essential duties.
* Ability to interpret a variety of instructions furnished in written or oral form.
* Ability to maintain appropriate boundaries with residents and staff both on and off duty as defined by agency ethical codes.
* Ability to solve problems and resolve conflicts effectively.
* Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
* Ability to recognize and manage personal bias.

**Other requirements:**

* On site residency required.
* Employee unit occupancy agreement must be signed prior to employment.

**Education and/or Experience**

* Must possess or be able to secure within the next exam cycle all necessary certifications to handle and prepare meals
* High School diploma or GED desirable.
* Knowledge of Hispanic cuisine and food preparation techniques required.
* Must be able to work effectively with public.
* Bilingual English/Spanish is highly desirable.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
* Food Handlers certification or ability to obtain one at the next California Environmental Health Test.

**Physical Requirements**

Regularly*:* Standing, walking, hearing, seeing, standing, bending, fine manipulation

Frequently: Speaking, lift up to 60 lbs, carrying, pushing/pulling, stooping, squatting, kneeling

Occasionally: Climbing, twisting, sitting

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus.

**Work Environment**

Occasionally: Work near moving mechanical parts; Fumes or airborne particles; Risk of electrical shock

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_