



# CALIFORNIA HUMAN DEVELOPMENT

## CREATING OPPORTUNITIES TO END POVERTY

### California Human Development Job Description

**JOB TITLE:** Assistant Cook/Janitor  
**DEPARTMENT/DIVISION:** Housing  
**REPORTS TO:** On-Site Manager  
**FLSA STATUS:** Non-Exempt  
**LOCATION:** River Ranch  
**REVISED DATE:** 08/07/2020

**Summary Description:** The Assistant Cook performs janitorial duties in the kitchen and common area of the Farmlabor Housing facility to which assigned. This position also aids in the preparation of three meals per day for the Farmlabor Housing residents.

#### **DUTIES AND RESPONSIBILITIES:**

Under the direction of the Site Manager:

The Assistant Cook will assist with the following duties as assigned by the Cook:

- Prep work as assigned for full course meals from preset menus.
- Keep all dishware, cooking utensils and containers clean and safely stored.
- Maintain safety/health standards, order and cleanliness in the kitchen area while wearing appropriate Personal Protective Equipment.
- Attend all required meetings.
- Perform other related duties as required.

The Assistant Cook will assist with the following janitorial responsibilities:

- Upkeep and cleaning of the offices, bathrooms, and food service areas.
- Vacuuming, dusting, mopping, and disinfecting all areas as appropriate.
- Checking and refilling bathroom supplies.
- Perform light maintenance and activities such as changing light bulbs, replacing paper towels, and cleaning showers in the Housing facility.
- Remove trash from the buildings and grounds.
- Maintain windows the inside and outside of windows clean.
- Perform other related duties as assigned.

#### **Supervisory Responsibilities**

None

### **Required Skills and Abilities**

- Ability to communicate effectively verbally with individuals and groups.
- Spanish-speaking ability 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.

### **Education and/or Experience**

- Must possess or be able to acquire all necessary certifications to handle and prepare meals.
- High School diploma or GED, preferred but not required.
- Knowledge of Hispanic cuisine and food preparation techniques required.
- Must be able to work effectively with public.
- Bilingual English/Spanish is 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: \_\_\_\_\_