

POSITION DESCRIPTION

Prep Cook

INFORMATION

Job Class: Labor
Department: Head Start
Location of Work: Juneau, Alaska
Salary Grade(s): 1-3
Hours of Work: 20-25 per week
Employment Category: Casual

Class Status: Active
Type of Position: Non-Exempt
Covered Position: Yes
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Approved by:
Effective Date: 10/1/2016

PURPOSE

Prep Cook will assist in the preparation meals and general cleaning of the kitchen area. This position will also assist in completing the job duties to operate the VTRC kitchen.

REPORTING RELATIONSHIPS

Reports To: Cook II
Supervises: N/A
Liaison To: N/A

ESSENTIAL FUNCTIONS

- Shop for groceries, wash cookware, inventory supplies
- Wash and chop vegetables, make salads, gather ingredients, and put together entrees
- Ensure food is properly stored to Alaska's food safety standard
- Assist with the organization of the kitchen and storage areas
- Ensure that items and areas are properly cleaned, sanitized and rinsed using a 3-sink process, adhering to health and safety standards
- Assist cook in keeping adequate supply of ingredients to successfully continue operations
- Maintain and promote a positive professional working relationship with all staff or employees
- Perform additional duties as required by the Cook II

DECISION MAKING AUTHORITY

Spending Authority: N/A
Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Able to work in a fast-paced environment and stay positive under pressure
- Ability to understand and comply with verbal directions
- Ability to work in a team environment
- Knowledge of health and safety standards

MINIMUM QUALIFICATIONS (education, experience, skills)

- High School Diploma or equivalent
- Prior experience working in a commercial kitchen setting
- Current Food Handler's card

PREFERRED QUALIFICATIONS (education, experience, skills)

- Food Protection Safety Certification.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

Constant standing with some walking. Be able to work in a standing position for up to four hours.

Be able to reach, bend, stop and frequently lift up to 35 pounds and occasionally lift/move 50 pounds. Able to work in an area where the noise level is usually moderate to loud.

CONDITIONS OF HIRE:

- All employment at CCTHITA is "at will". This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date