

Los Angeles Mission, Inc.

Job Description

Job Title: Cook
Department: Food Services
Reports To: Food Services Manager
FLSA Status: Regular, Full-Time, Non-Exempt
Grade Level: 4
Prepared By: Human Resources Department
Prepared Date: Revised July 2014

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Serves as a team-player and member of the Food Services staff. Reports to the Food Service Director and/or Lead Cook. Prepares food items for salad bar and well-balanced meals on a daily basis as directed. Prepares a high quality of food under the direction of the Food Service Director under the soundest sanitary conditions by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include, but not limited to the following. Other duties may be assigned.

- Prepares raw food for cooking by washing, peeling, and cutting
- Utilizes recipes and Seasoning food provided by the Director of Food Services.
- Observing and testing food being cooked and turning or stirring food.
- Weighing, measuring, and mixing ingredients according to recipes.
- Serving portions according to daily balance requirements.
- Baking various items per the weekly planned menu.
- Estimate food requirements to complete high volume of meals prepared.
- Maintains records of food served and quantities.
- Complete prep items given by Supervisor.
- Maintain cleaning schedules and oversee sanitation operation.
- Flexible work hours required. Holidays, events and the ability to adapt to various shifts assigned.
- Ability to work overtime when requested by Director.

SUPERVISORY RESPONSIBILITIES:

No Staff supervisory responsibilities.

Will serve as an overseer of student trainees or volunteers. Responsible for the training of work assignments for students and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. Bilingual (English/Spanish) a plus. Knowledge of proper methods in preparing food in large quantities; the utilization and care of kitchen equipment; health and sanitation requirements. Ability to follow recipes, written and verbal instructions; maintain records; organize time for food preparation and grill work; handle reasonably heavy equipment and materials; communicate effectively orally and in written and establish cooperative working relationships with the Food Service Director in the course of performing assigned duties.

SPECIAL CONDITIONS OF EMPLOYMENT

Positions in this class must obtain health card.

EDUCATION and/or EXPERIENCE:

High School Diploma or GED and One to Two years related experience and/or training, or equivalent combination of education and experience. Any combination of education, training, and experience that provides the required knowledge and abilities. An example of this would be experience in volume food cookery in a large institutional kitchen or commercial food preparation establishment.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like ADP Workforce Now Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the

duties of this job, the employee is regularly required to stand, talk or hear, and taste or smell. The employee frequently is required to walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee may be required to lift and/or move up to 50 pounds standing for prolonged periods of time and work in heat over stoves and grills. Specific vision abilities required by this job include color vision, and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; Food Service Department is a seven day operational department. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals and extreme cold.

Employee is regularly exposed to some abuse from angry callers. The noise level in the work environment is usually moderate. This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Flexible work hours required, overtime, holidays, events and adapt to various shifts assigned.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date