

Position: Assistant Cook  
Department: Social Services  
Supervisor: Head Cook  
Supervises: No one  
FLSA Status: Non-Exempt/Part Time

**Position Summary:**

Under the general supervision of the Head Cook, Assistant Cook will be responsible for meal preparation and all related kitchen duties and practices, health, safety, sanitation and food storage.

**Duties and Responsibilities:**

1. Prepares meals for the Title VI participants, at the nutrition site and meals sent to the homebound.
2. Prepares menus along with the Head Cook in advance to meet the Dietitian's guidelines for the special needs of the elderly. The menu must meet the 1/3 Recommended Dietary Allowance (RDA) Requirements.
3. Prepares food supply list for the head cook to order.
4. Responsible for all kitchen related duties and practices. Helps to keep dishes and sink clean.
5. Maintains accurate records on sanitation, health, safety, temperature checks daily refrigerators, freezers and food served.
6. Inventory daily general food supply; supervise monthly inventory.
7. Daily meal count of all meals served.
8. Daily sign-in meal sheet.
9. Daily count of units of served and maintain record of meal delivery.
10. Transports meals as needed.
11. Maintains and cleans the vehicles as needed.
12. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Excellent interpersonal communication skills.
2. Ability to work in a fast paced, high-stress environment.
3. Ability to contribute to teamwork oriented environment.
4. Must have knowledge of kitchen utensils and equipment.
5. Reliable transportation.

**Education and Experience:**

1. High School diploma or equivalency.
2. At least 1 year in kitchen food preparation.

**Requirements:**

1. Must have a valid Oklahoma Driver's License.
2. Must be insurable.
- 3 .Must be able to pass a pre-employment drug screen, background check, and physical.
- 4 .Must be able to lift up to 40 pounds.
5. Must be able to stand for long periods of time.

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Employee's Signature

Date

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Supervisor's Signature

Date