



## Cook Job Description

### **Summary:**

Cooks are ultimately responsible for maintaining full oversight of a food program including meal preparation, hygiene, food distribution to classrooms, and sanitation. Ideal applicant will have experience working as a School/Senior Living Cafeteria Manager. Must be sensitive and responsive to the cultural differences of others.

### **Duties:**

- Maintain appropriate kitchen routine
- Ensure compliance with Virginia Department of Health and USDA standards
- Perform daily maintenance of kitchen area, including sweeping and damp mopping, cleaning exit doors and kitchen door windows
- Plans, prepares and serves breakfast, lunch and afternoon snack
- Prepare and submit weekly food order
- Maintain weekly inventory

### **Requirements:**

- High School Diploma or GED
- Three years of related experience in a food service program
- Have a current ServSafe Certification
- Enjoy culinary arts and have knowledge of food preparation best practices
- Ability to work well alone or with a team
- Performs daily maintenance of kitchen and dining room areas
- Plans and submits weekly food order, and maintains accurate record keeping
- Plans, prepares and serves breakfast, lunch and snack for children and staff
- Ability to regularly lift 20 lbs. and stand for long periods of time
- Must clear Pre-Employment Background Checks (FBI/Central Registry)
- CPR/First Aid Certified (FRIENDS will offer this training)

### **Hours:**

6:30 AM – 2:30 PM, Monday-Friday. Excellent benefits.

March 2022