



JOB DESCRIPTION

Job Title: Assistant Cook

Reports to: Manager, Dining Services

Dept. Name: Dining Services

FLSA Status: Non-exempt

Unit/Site: Housing

Classification: Union

GENERAL SUMMARY

The Assistant Cook is responsible for assisting with the day-to-day execution of the menus and culinary deliverables in a high volume production environment. The Assistant Cook will accurately and efficiently prepare, portion, cook, chill and present a variety of hot and/or cold food items for various meals using standardized recipes. Is responsible for work production, sanitation, HACCP compliance, regulatory success, recordkeeping and safety.

PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

WORK PRODUCTION

- Works from recipes and production sheets to assemble ingredients.
- Assembles, prepares and measures all ingredients adhering to production sheets. Uses scales and other measuring/weighing devices as appropriate.
- Modifies or prepares foods to appropriate consistencies. Cleans, chops, trims, dices, cuts, slices and portions vegetables, meats and baked goods to assure uniformity. Uses equipment such as robo coupe, grinders, choppers, slicers, knives, peelers, and shredders to pre-prep raw fruits and vegetables.
- Portions all ingredients according to recipe. Accurately weighs, measures, bags, dates and labels portions and prepared items to maintain freshness and quality until used.
- Checks dates on all ingredients to verify items are within time limitations.
- Assembles ingredients and prepares menu items, adhering to standardized recipes and temperatures in order to provide food items with maximum nutrients and taste.
- Observes and tastes food to ensure that it meets high quality appearance and palatability standards.
- Immediately chills prepared items in order to control bacteriological growth.
- Transfers chilled products to storage for proper holding.
- Conducts random taste test throughout the process to ensure product palatability.
- Maintains production schedule.
- Is flexible to work varied work schedule to accommodate special events including weekends, evenings and observed holidays according to union contract rules.

HACCP AND REGULATORY COMPLIANCE (Hazard Analysis and Critical Control Points):

- Responsible for DOH compliance and strives for regulatory success.
- Follows HACCP methods for storing, cooking, preparing and cooling foods. Must follow HACCP regulations for flow of food, labeling, dating and recordkeeping.
- Monitors and records temperature of all perishable items upon storage or delivery and before and after service to ensure temperatures are within safety limits.
- Monitors and records temperature of cooler and ingredient storage areas to ensure proper temperatures and freshness of prepared food are maintained at all times.



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- Stores all foods in correct place, wrapping, labeling and dating all items properly to preserve and protect the quality of foods.
- Rotates all inventory daily in each holding/storage area ensuring that items are stored chronologically (first in, first out).
- Maintains food quality control by checking for any product that is damaged, leaking and/or spoiled. Reports any such incidence to management for corrective action.
- Immediately reports faulty operation of equipment to management to repair or replace.
- Must comply with all federal, state, and local laws. Must comply with Loretto and Dining Services policies and procedures, and follow infection control practices when performing daily tasks.
- Reports all accidents, incidents and hazardous conditions and/or equipment to Management.

SANITATION

- Maintains strict sanitary standards, according to departmental policy and regulatory requirements.
- Immediately takes all pans, bowls, and utensils after each use to pot washing area for cleaning in order to keep work areas clean at all times.
- Cleans and sanitizes all workstations, knives and equipment immediately after use and prior to preparation of other items, or to adhere to regulatory agencies standards.
- Uses correct cutting board for meats, poultry, and vegetables as designated to prevent cross contamination.
- Dis-assembles, washes and sanitizes slicers and food processing machines immediately after using to prevent bacteria growth.
- Washes and sanitizes kettles and other equipment after each use and prior to use with other recipe items.
- Organizes and cleans all coolers and freezers.
- Maintains clean work area at all times to ensure sanitized and sterile environment.

SAFETY:

- Uses all food preparation equipment in accordance with established departmental protocol and safety regulations to minimize injuries and maintain a safe work environment.
- Reports malfunctioning equipment to Dining Services Manager for repair or replacement.
- Adheres to all safety related policies and procedures.

Job expectations for all Loretto employees:

- Promotes and role models the mission, values, vision and strategic goals of Loretto in all interactions with staff, peers, residents, family members, vendors and visitors. Treats people with dignity, professionalism and kindness.
- Demonstrates excellent internal and external customer service skills such as friendly greeting, making eye contact, listening attentively, responding in a timely manner, showing respect and empathy and acting as a role model for staff and peers.
- Demonstrates excellent work attendance, reliability and work ethics. Arrives at facility on time for assigned shift and prepared to work.
- Attends and actively participates in required meetings and training sessions including reorientation.



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- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.
- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

QUALIFICATIONS

- High school diploma, GED, or TABE test required.
- High volume cooking experience in a large institution is desirable.
- Must become ServeSafe certified, Level I, at the first opportunity presented by employer to take course.
- Good reading, writing and basic mathematical skills required.
- Must be able to understand and follow oral and written directions.
- Excellent communication skills and the ability to interact professionally and positively with co-workers and supervisors.
- Ability to work in a collaborative team environment.

PHYSICAL REQUIREMENTS

- Ability to lift boxes, cartons, and pans of food up to 50 lbs.
- Ability to frequently stand, walk, push, pull, lift, grasp, climb, balance, stoop, kneel, crouch, reach, talk, hear, see and perform repetitive motions.
- Ability to stand for long periods of time (up to 8 hours).
- Ability to do routine cleaning.

ENVIRONMENTAL CONDITIONS

- Ability to adapt to hot or cold environments while performing the duties of this job.

EMPLOYER'S DISCLAIMER

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.

EMPLOYEE ACKNOWLEDGMENT

Employee Name: _____
Date: _____
(Please Print)



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Employee Signature: _____

Reviewed/Revised	
Date reviewed/revised: 5/8/2018	By: T. Schattinger
Date reviewed/revised: 10/16/2018	By: J. Mahler, J. Ingerson