



Nutrition Cook Relief *Job Description*

Job Classification: Non-Exempt, Cook Relief

Work Schedule: Varies

Reporting Relationship: Agency Director/Nutrition Manager

Primary Accountabilities:

The Nutrition Cook Relief assists in all aspects of the goals of the Nutrition Site and ensures safe and sanitary food conditions/service according to State regulations regarding food service.

Major Duties:

- Assists preparing and cooking the Main Meal, Bread & Desserts, daily.
- Documents daily food temperatures on current monthly menu.
- Prepares and size portions starch served with entrees.
- Makes coffee and brews tea and delivers to dining room.
- Assists with daily clean up and sanitizing of kitchen equipment & kitchen floors.
- Assists with clean-up of dishes/pots/pans used in meal preparation.
- Assists with clean-up of serving trays and silverware used by patrons.
- Ensures proper food sanitation processes are being used before, during, and after meal preparation.
- Washes and folds laundry as needed.
- Ensures safe food temperatures are reached during preparation time and prior to serving.
- Packages meals for the Sabetha site.
- Packages meals for the local Meals on Wheels recipients.
- Checks food quality and accounts for all supplies from food truck.
- Puts away supplies from food truck & ensures proper food rotation.
- Responsible for the proper rotation & organization of pantry and freezers.
- Assists with serving diners the daily meals.
- Assists with ensuring the safety of everyone entering the building, not just the dining room.
- Answers the phone when needed.
- Notifies Nutrition Site Manager/Director of kitchen maintenance.
- Assists in helping with daily reservation list.
- Assists with completing yearly inventory & submitting when due.
- Must be flexible with working at either nutrition sites when needed.

Qualifications:

- Must possess a high school diploma or equivalent.
- Must possess ability to lift and carry up to fifty (50) pounds on a frequent basis.
- Must be a team player.
- Must possess ability to be flexible, to multitask, to easily adapt to changes in job and/or routine.

Physical Demands:

- Manual dexterity and hand-eye coordination to handle tools, such as knife techniques for chopping, slicing, cutting, and dicing.
- Must possess ability to stand in one place for hours at a time.



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Work Environment:

- Must possess ability to handle extreme heat and work shifts.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature	Date	Supervisor Signature	Date
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