

CLM Community Action Agency

Job Title	Assistant Cook
Reports to	Head Cook and Senior Services Director

Job Purpose

Cooperates with Nutrition Program Manager in planning and implementing the nutrition program. The Assistant Cook assists the Head Cook in preparing and serving appropriate and healthy foods in accordance with program standards. This position also assists in the packaging of HDM's including frozens, bags, and thermal packs and fills in during the absence of the Head Cook.

Duties and Responsibilities

- Assures the provision of food service meets the appropriate guidelines.
- Plans and prepares healthy, nutritious meals in accordance with established menus.
- Maintains awareness of and accommodates special dietary needs.
- Assists with shopping, reports and monthly inventory as needed.
- Assures that food service areas adhere to sanitation guidelines established by the Health Department.
- Enforce portion control.
- Responsible for serving of meals, table settings, and clean-up.
- Responsible for preparation of HDM's.
- Responsible that all equipment is properly used.
- Completes daily menu and sanitation record on a daily basis. Submits records on time.
- Exemplify professionalism and project a positive attitude when communicating with staff, Clients and the general public.
- Must be able to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Must be able to work flexible hours and travel on occasion.
- Attend and participate in staff meetings, workshops and training sessions.
- Performs other duties or special projects as required.

Integrity

- Ensure confidentiality of clients, agency and co-workers
- Understand and promote the goals and philosophy of CLMCAA.
- Become familiar with CLM CAA's Employee Handbook and follow policies outlined therein.
- Has general knowledge of and adheres to the Agency's mission statement.
- Adhere to CLM CAA policies and procedures.
- Represent CLM CAA, its policies and point of view while interacting with other agencies and individuals.
- Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled time to report.
- Reports to work area ready to begin work at the assigned time.

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Required Qualifications

- High School diploma or GED.
- ServSafe Certification.
- Experience in planning and preparing meals for large quantities.
- Will be required to pass criminal history check.
- Must have valid Michigan driver’s license, an acceptable driving record and reliable transportation.

Equal Employment Opportunity Statement

CLM Community Action Agency provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus. Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts. Odors related to cleaning and disinfection may be strong at times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Offers of employment are conditional pending Comprehensive Criminal Background Check which meets program requirements. I have received a copy of my job description and understand the duties and responsibilities listed wherein. I agree to abide by all rules stated in the CLM CAA Employee Handbook, regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____