

Assistant /Prep Cook- Bayview Central Kitchen

POSITION: Assistant/Prep Cook – Bayview Central Kitchen
REPORTS TO: Lead Cook/Food Service Manager Central Kitchen-Whidbey
FLSA STATUS: Hourly

POSITION SUMMARY: Assist lead cook with food service preparation for congregate and home delivered meals.

ESSENTIAL JOB FUNCTIONS:

1. Assists Lead Cook, as needed, with food preparation for the entrée, vegetables, and salads that accompany the meals.
2. Assist with preparing hot Meals on Wheels trays for transport and frozen meals on wheels trays.
3. Assist with serving congregate hot meals off steam table line for noon meal.
4. Assist with maintaining current stock: inventory, ordering, receiving, and putting stock away.
5. Assist with maintaining cookbooks/ recipe books.
6. Ability to standardize recipes, increase and reduce amounts/ portions. Develops and maintains confidential client files which document activities performed for the client as well as all other documentation required by ADR/Family Caregiver Support programs.
7. Maintains clean, neat, orderly work station. Follow cleaning schedule.
8. Follow food safety guidelines regulations.
9. Assists with menu planning, new recipes with budgetary constraints in mind.
10. Assist with answering phones and providing great customer service.
11. Assist volunteers with updates / changes for Meals on Wheels concerns when meal site manager unavailable
12. Performs other duties as assigned by Lead Cook/Food Service Manager for Whidbey.
13. Provides coverage for lead cook when needed.

QUALIFICATIONS:

- Demonstrated ability to: develop and maintain effective working relationships with a variety of different types of individuals and personalities.
- Experience in Quantity Food Production
- High School Graduate or GED
- Ability to Lift 50 pounds on occasion, 25 pounds regularly
- Washington State Background : good standing

Knowledge, Skills and Abilities

- Demonstrated ability to use industrial food service equipment.
- Demonstrated ability to establish and maintain effective working relationships with co-workers, and members of the general public using courtesy, tact, and good judgment.

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- Demonstrated ability to use knives, slicers, convection ovens, steam ovens, mixers, food processor, steam kettle and other equipment as needed
- Basic math skills for recipe conversions, meal site counts, portion size needs
- Ability to work in busy, tight quarters, stressful conditions with time constraints

Special Requirements

- Must have and maintain a current Food Handler's Permit Card

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

Work is performed at the Bayview Central Kitchen. Available to work Mondays, Wednesdays, and Fridays.

PHYSICAL REQUIREMENTS:

- Standing for long periods of the day.
- Repetitive movements of upper extremities.
- Repetitive reaching or lifting heavy pans and other items above the shoulder.
- Frequent stooping or bending.
- Exposure to high pressure steam, open flame gas, slicer, knives and hot ovens pans.
- Lift or carry 50-lbs, - Lifting 30lbs above shoulder.
- Climbing Stairs.
- Exposure to loud noise in kitchens, hot cooking equipment.