



CATHOLIC CHARITIES FEDERATION

JOB DESCRIPTION

Job Title: Cook
Agency: Good Shepherd Children and Family Services
Reports To: Director of Food Services
Approved: Kathy Fowler
Date: September 2022

<u>Office Use Only:</u> Grade: 5 Job Code: _____ EEO Code: _____
--

POSITION SUMMARY
The Cook prepares, cooks, and serves meals for residents and employee of Good Shepherd Children and Family Services. This position provides all services in accordance with the teachings of the Catholic Church.

DUTIES & RESPONSIBILITIES

- Prepares food in quantities according to menu and recipes or direction of supervisor; communicates with staff regarding any food allergies or special needs of residents and children.
- Bakes breads and pastries
- Prepares salads, desserts, etc.
- Cooking from scratch may be required
- Cook lunch/dinner meal
- Serves lunch meal
- Prep hot meals for weekend
- Fills special orders
- Keeps records as requested
- Cleans dishes and kitchen area
- Stocks food in storerooms, refrigerators, freezers, etc.
- Stocks dining room utensils, paper products, cleaning supplies
- Has knowledge of health department and USDA requirements
- Checks in deliveries verifying accuracy and proper condition of food
- Performs other duties as assigned by the Director of Food Services
- Participate in agency peer record reviews as required.
- Attend Good Shepherd all staff meetings.
- Attend training to enhance competencies related to job position and ensure all required job-related knowledge is acquired.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.
- High School diploma, general education degree (GED) or technical school
- 3-6 months related experience and/or training
- Be team oriented and able to work independently

REQUIRED CERTIFICATIONS/TRAINING REQUIREMENTS

- Sanitation Certificate / Safe Food Handling certificate
- Safe Environment Program – Archdiocese of St. Louis
- Hepatitis A vaccination series 1 & 2
- Background checks

SKILLS & ATTITUDES REQUIRED FOR SUCCESS IN JOB

- Ability to read and interpret documents such as recipes, menus, and special food orders as well as safety rules, operating and maintenance instructions.
- Ability to effectively communicate to other employees and clients.
- Non-judgmental attitude.
- Ability to work with a culturally diverse population.
- Flexible schedule including availability on the evenings and weekends according to client's needs.
- Independently arrange a weekly work schedule to accommodate clients' and agency needs.
- Ability to prioritize and organize needed tasks to be successful in the position.
- Ability to make independent decisions through application of common sense, data, and knowledge gained through training and education.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc) and navigate various electronic databases.
- Demonstrated commitment to the agency pro-life stance.

RELATIONSHIPS REQUIREMENTS

Develop rapport and work effectively and empathically with clients. Maintain professional relationships and communicate effectively with co-workers and clients.

PHYSICAL / MENTAL DEMANDS

Individuals in the position must meet and maintain the physical and mental ability, with or without accommodation, to;

- Regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance.
- Frequently required to stoop, kneel, crouch, or crawl.
- Occasionally required to sit.
- Regularly required to lift and/or move up to 10 lbs.
- Frequently required to lift and/or move up to 25 lbs.
- Occasionally required to lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision

Employee Signature

Date

Supervisor Signature

Date