



BOYS & GIRLS CLUB
OF TRUCKEE MEADOWS

POSITION DESCRIPTION

TITLE: Cook
PERFORMANCE PROFILE SOURCE:

DEPARTMENT: Food Program

REPORTS TO: Kitchen Manager

STATUS: Non-Exempt

GRADE: 1

PRIMARY FUNCTION:

Under the supervision of the Kitchen Manager, prepare nutritional meals and snacks in accordance with program menus, state, and federal requirements. Ensure that all meals meet the nutritional needs of members, provide meals which are attractive, meet USDA requirements and are appealing to the youth, and are consistent with the organization's youth development mission.

SKILLS/ESSENTIAL FUNCTIONS:

- Prepare nutritional meals and snacks in accordance with program menus and state and federal requirements at the direction of the Kitchen Manager and the Director of Business Operations.
- Follow program goals and developments and update frequently.
- Report low inventory of supplies and food items and to the Kitchen Manager.
- Adhere to dress code policy by wearing uniform and other apparel items as required for the position.
- Demonstrate skills both verbal and written to communicate with a diverse population of members, as well as adults.
- Manage resources for the food program and ensure that they are utilized effectively.
- Deliver and pick up food items as requested by the Kitchen Manager.
- Provide meals in a timely and efficient manner.
- Report any heavily worn items, inoperative or broken equipment, to the Kitchen Manager.
- Maintain a clean, sanitary and orderly environment always.

CERTIFICATION/ASSOCIATION

- Enroll in and complete the ServSafe Food Handlers Course.
- Additional certification(s) as required by state and federal requirements.
- Become CPR certified, if relevant for the position
- Proof of a negative tuberculosis test if relevant for the position
- Complete and become certified in at least (2) courses offered through *Leadership University: School of Youth Development. (CORE, Child Safety)*

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or GED Equivalent

- Minimum of 6 months of culinary experience
- Must have a clean driving record and be at least 21 years of age.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to perform duties which require walking, talking, hearing, standing, sitting, bending for long periods of time. May occasionally be required to kneel, run and/or climb.
- Must be able to use hands and arms to enter data into the computer, use the telephone and other office equipment.
- Must be able to lift, move manipulate and or hold objects up to 45 pounds. Objects that exceed the 45-pound weight limit require additional assistance when moving, lifting or manipulating.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

DISCLAIMER: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Signed by: _____
Employee Date