



JOB DESCRIPTION

TITLE: COMMISSARY COOK
HOURS: 37.5 HOURS PER WEEK - NON-EXEMPT POSITION
MONDAY – FRIDAY 4:30 AM – 12:00 PM
SUPERVISOR: EXECUTIVE CHEF/ DIRECTOR OF FOOD SERVICE OPERATIONS
SALARY: \$15.00 PER HOUR

SUMMARY STATEMENT OF POSITION:

Commissary Cooks are responsible for the preparation of entrees, vegetables, starches, salads, sauces, and all food products using standardized recipes and portion control. Commissary Cooks assist in all aspects of food service from receiving and storage of food products to preparation, cooking, tray line service, and packaging of all meals.

REGULAR TASKS:

1. Prepare food by methods that maintain nutritive value and flavor. Assures food products are palatable, attractive and served at the proper food temperatures
2. Assures all food items are handled following proper safety and sanitation standards according to federal, state, and county regulations
3. Prepare and assemble hot and cold food for homebound hot and cold tray lines
4. Responsible for properly storing and labeling all food products
5. Responsible for the sanitation of food production areas and performs cleaning tasks, as needed
6. Follows instructions outlined by the Executive Chef and Director
7. Receives and stores deliveries, as needed
8. Performs job responsibilities in a safe and healthy manner, promptly reporting any safety or health issues to supervisor.

EXPERIENCE AND SKILLS REQUIRED:

- 1-2 years of experience as a cook in high volume production kitchen
- ServSafe Certification (Preferred)
- Strong knowledge of cooking, preparation skills, and portion control
- Ability to lift heavy trays, crates and food (50 lbs.)
- Ability to operate food service equipment
- Knowledge of health and sanitation regulations

EQUAL OPPORTUNITY EMPLOYER