



Job Description

Position Title: Shift Cook

Effective: 9/1/2015

Reports to: Shift Supervisor, Food Service Director

Supervises: Utility staff

Status: Hourly, Non-Exempt

Essential Functions:

Preparation & cook nutritious meals, maintain clean working environment.

Essential Duties:

The essential duties are as follows:

- Work as scheduled for 1st or 2nd shift meal prep.
- Responsible for all aspects of food prep, presentation & line maintenance before, during, and after meal.
- Maintain adequate food amounts on hot/cold lines; follow guidelines as directed by their supervisor
- Prep of scheduled breaks per the function sheet
- Maintain high standards of cleanliness
- Maintain and implement North Carolina health codes.
- Must be able to work well, in cooperation with others.
- Assist others as needed.
- Other duties as assigned.

Requirements:

- *Education:* High School graduate or equivalency
- *Experience:* At least 1 year of service in the food service industry.
- *Physical Requirements:* Must be able to stand for long periods of time; must be able to lift 40lbs.
- Has a valid driver's license and acceptable driving record.

Competencies:

1. Ability to work well independently and meet deadlines.
2. Ability to communicate effectively.
3. Ability to plan and prepare for assigned tasks.

4. Ability to follow directions and work cooperatively with others. Teamwork is essential.
5. Exhibits fine attention to detail
6. Ability to use critical thinking and resources to solve problems.
7. Ability to maintain a high level of integrity and professionalism
8. Ability to be courteous and enthusiastic, and present a neat, pleasant and professional appearance
9. Ability to set an example of a positive work ethic and attitude
10. Ability to present food with excellence
11. Ability to manage multiple tasks, prioritize effectively, solve problems, and be detail oriented
12. Ability to communicate effectively (oral and written communications)
13. Ability to function effectively as a supportive team member
14. Ability to work independently without direct supervision
15. Ability to work a flexible schedule including evenings, weekends and Holidays
16. Ability to work productively under pressure to meet deadlines
17. Ability to work within budget guidelines set for the department

Employee Signature: _____ Date:

Supervisor Signature: _____ Date: