

Definition:

Under general supervision of the PCSC Director, this individual prepares meals for the Home Delivered Meals Program and the Congregate meals served on site daily.

Essential Functions:

As defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks:

Reviews menus at least 10 days in advance of scheduled serving date for coordination with PCSC Director to insure that sufficient inventory is on hand for planned meals. Planning and preparation of entrees and sides to be served and packaged daily according to recipe specifications while preventing waste. Responsible for portion control and serving sizes in order to meet the nutritional requirements. Responsible for maintaining health, sanitation and safety requirements for the kitchen, and all food storage and preparation areas including the dining room. Follows food storage standards according to regulatory agencies and best practices. Timely perform food rotation activities to ensure food spoilage is at a minimum. Perform predictive, preventative, and regular maintenance on kitchen appliances such as stoves, grills, fridges, and freezers. Responsible for accurately tracking and recording quantities of food materials ordered, delivered and used. Ability to lead supporting kitchen staff, volunteers and community service workers in all functions of the kitchen including the assignment of duties to support the daily preparation of meals packaged and served. Participates in the continuous quality improvement (CQI) process and maintains a working knowledge of departmental standard operating procedures.

Project an image of professionalism in communication, appearance and conduct . Ability to work in a community social service setting with vulnerable populations. Assist other PCSC program staff as needed to carry out the supporting functions of all on-site food service and Home Delivery Program. Support the PCSC mission and vision by being an active part of the team and scheduled functions. Additional duties may be assigned by supervisor.

Knowledges, Skills, and Other Characteristics:

- Displays and practices a work style that reflects the mission, vision and values of the TOP and the PCSC.
- Knowledge of principles, practices and concepts of kitchen management, food production and service and health codes.

- Possess an exceptional understanding of using and maintaining industrial cooking equipment.
- Must be able to read and comprehend written recipes and direction.
- Have an inherent interest in cooking and the ability to cook food to the provided instructions.
- Skilled in properly and safely using kitchen tools.
- Understand the importance of sanitation practices and food hygiene.
- Skilled in working with the Senior and priority populations.
- Knowledge in dietary principles.
- Ability to follow oral and written instructions.
- Skilled in working effectively in an environment of changing priorities and frequent interruptions.
- Skilled in communicating effectively, orally and in writing.
- Skilled in using basic office equipment as needed to perform job functions.
- Ability to establish and maintain effective working relationships with the public, supervisors, co-workers, vendors, board and council members.

Minimum Qualifications: Require a high school diploma or GED and valid drivers license. Must possess a Food Handler card from the County Health Department within 30 days of hire and ServSafe certification within 6 months of hire. Must have food preparation experience in an industrial kitchen.