

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.

Job Description

Position: Kitchen Floater

Job Summary:

Under the supervision of the Food Service Supervisor and/or the Lead Cook, this position is responsible for backing up all positions in the kitchen; cooks, baker, sandwich, dishwasher and packer. May be responsible for the delivery of bulk foods or HDM meals as needed.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

Responsibilities:

- Work closely with Lead cook to plan for next day's production. In all areas of kitchen
- Help with all stock.
- Plan and have direction for day's work prior to start of day's production. Check with Lead Cook or production board.
- Have awareness of status of work in other positions to assist in completing current day's production before beginning prep for next day.
- Learn all duties in the kitchen and be able to assist or perform duties in absence of other staff; including cooks, baker, sandwich, dishwasher and packer.
- Assemble and/or produce all items needed for the day's menus based on recipes, menu and instructions.
- Follow food production report in accurately panning meat for daycare's and adult meals.
- Cut or prepare needed food items, such as meat, onions, celery, etc., in timely and proper manner.
- Follow safe procedures in operating all kitchen equipment.
- Maintain work area and equipment in clean and sanitary condition.
- Clean other kitchen areas as time allows or as assigned.
- Report to Supervisor any problems with either food or equipment.
- Assist in the delivery of both Head Start locations with the assigned driver.
- Keep work areas organized for efficient performance of duties.
- Maintain appropriate dress, speech and manner for the position and duties.
- Utilize proper food handling techniques to prevent contamination of foods.
- Make recommendations or suggestions to supervisor regarding menus, use of leftovers or
- ways to increase production efficiency or to improve food served.
- Attend team meetings when held and contribute suggestions for improvement of service.
- Represent the agency professionally in manner, speech and dress.
- All other duties as may be assigned by Supervisor, Assistant Director or Executive Director

Essential Functions:

- Must be able to move 50 lbs. on daily basis.
- Must be able to stand to perform duties minimum of 4 hours at a time.
- Must be able to withstand temperatures generated from cooking equipment.
- Must be able to follow written menus and instructions.
- Must be organized and have the ability to count accurately.
- Must be able to follow written and oral instructions.
- Must be able to communicate instructions to other workers.

Qualification: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements

- Must be 21 years of age.
- Must have valid driver's license, clean driving record and own transportation with current insurance coverage. Not have been convicted within 3 years of the date of application of any of the following offenses involving the operation of a motor vehicle: Driving Under the Influence of alcohol and/or drugs (DUI), Reckless Driving, Leaving the Scene of an accident involving death or personal injury, Drag Racing, Manslaughter, Reckless Homicide, Reckless Conduct
- Must be able to work and communicate effectively with older persons, persons with sight and hearing impairments, and persons with a variety of economic, social and cultural backgrounds with an emphasis on seniors.
- Must be able to perform essential functions of position.
- Must be able to work nights and weekends, as needed.

Education and Experience:

Must be 21 years of age, High school diploma or GED required. Good reading and math skills essential. Preferred Food service experience.