



Cow Creek Government Office

Position Description

Position Title: TCC Cook –On Call

Department: Education Department

Reports To: TCC Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 10/06/19

POSITION SUMMARY:

Under general supervision of the TCC Manager, the on call Cook prepares meals for the TCC programs as per the menus developed by the Lead Cook. The on call Cook prepares meals as per the established menus this includes following industry standards and state regulations for hygiene, and meal preparation, and preparing the food for buffet/family style service. Ensures adherence to all public health regulations regarding food storage and preparation.

ESSENTIAL FUNCTIONS:

- Follows cycle menu in accordance with policies, procedures, established practices, budget requirements, and the guidelines of the food service program of the TCC
- Assist in distributing of food to various locations within building.
- Practices safe food handling techniques in food preparation and storage.
- Maintains safe and sanitary kitchen, pantry and storage areas. Cleans kitchen after every shift.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma/GED required. Course work and training in foods service, nutrition and/or dietetics preferred. Educational requirements may be waived with proven significant professional work experience.
- Ability to obtain CPR and first aid training within first 90 days of employment. Must have current Oregon Food Handler's Card.
- Must successfully complete a health screening and provide proof of the absence of tuberculosis (TB) no later than 7 days following the date of hire. Must be free of communicable diseases.
- Knowledge of the principles and practices of nutrition. Demonstrated skills in food preparation and presentation (nutritious, tasty, and appealing).
- Ability to communicate effectively and be functionally literate in English.
- Ability to read and follow a recipe and a cycle menu.
- Possess organizational skills, time management skills, and the ability to prioritize and accurately prepare reports and keep records.
- Ability to perform mathematical calculations accurately (including decimals and fractions) and to scale recipe quantities.

- Ability to work cooperatively with staff, students, parents, program members, vendors, and funding agency monitors.
- Maintain a well-groomed, clean, and professional appearance at all times.

