



Cow Creek Government Office

Position Description

Position Title: Yimisa Cook

Department: Education

Reports To: Education Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Performs kitchen duties to facilitate in efficient meal preparation, service, and clean up. This includes menu planning and revisions, and purchasing. This position will be 20 hours per week.

ESSENTIAL FUNCTIONS:

- Properly cleaning and sanitizing all food preparation areas according to established standards of hygiene.
- Follows cycle menu in accordance with policies, procedures, established practices, budget requirements, and the guidelines of the food service program of the Yimisa Preschool Program.
- Purchases all necessary ingredients and supplies in order to assure the Yimisa food service program runs without interruption.
- Washing and appropriately storing all cooking appliances, instruments, utensils, cutting boards, and dishes.
- Prepares meals for service to the Yimisa Preschool - that includes the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat.
- Sweeping and mopping the kitchen floors as well as wiping down kitchen walls.
- Unloads the delivered food supplies.
- Organizing and correctly storing food supplies.

QUALIFICATIONS:

- A food handler's license.
- The ability to stand for extended periods.
- The ability to work in a fast-paced environment.
- The ability to work in a team.
- Organizational and time management skills.
- Effective communication skills.
- Current Oregon Driver's license