

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: MAAC Lead Cook</p>
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Overview: Within the scope of the EVAR's mission and under supervision of the Kitchen Manager, the Assistant Cook prepares and cooks vegetables, starches and other side dishes to adequate levels following provided production sheets.

Major Duties:

- Pan vegetables, starches, proteins for cooking and service or transport as specified on production sheet.
- Cook food items in a timely manner to ensure quality and minimize waste.
- Wrap cooked foods and maintain proper temperatures. Label all pans being transported by food truck or being stored for later use.
- Consult the Area Agency on Aging spreadsheet for necessary diet modifications (diabetic, low sodium, diabetic/low sodium).
- Utilize sound food handling practices for the preparation and storage of each menu item.
- Maintain a strict "clean as you go" practice ensuring a clean, professional work environment. Clean drawers, utensils, equipment, etc.
- Prep food items in advance following posted menu, maintaining freshness and maximizing efficiency.
- Pack meals for frozen meal programs as directed.
- Assist with receiving deliveries and organization of storage areas.
- Apportion food for serving utilizing scales, scoops, tongs, spoodles and spoons.
- Ensure food temperatures are checked and correct before food items are transported or served.
- Cater or assist with special events and other food service request orders.
- Set up hot line for service and supervise food dish up by volunteers
- Remove and replace food pans as needed during service. Clean and restock line between meal periods.
- Break down and clean line and properly store leftovers.
- Aide in the dish room, washing dishes, pans, etc. as needed and at the end of congregate meal service.
- Other duties as needed and appropriately assigned.

Preferred Qualifications:

- High school graduate and 1 year experience in a related position in the food service industry is strongly preferred.
- Ability to lift and carry objects weighing up to 50lbs unassisted. Ability to lift and lower objects up to 50 lbs from floor level up to a height of 36 inches unassisted. Occasional need to lift items weighing up to 100lbs.
- Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
- Must be able to work well with others, maintain a personable, neat appearance, and follow instructions. Flexibility, patience, sensitivity, and respect for staff and clients are required.
- Possess or be able to obtain a Class 1 Fingerprint Card, a Food Handler's Card and Kitchen Manager's certification.
- Must possess a valid driver's license. Ability to obtain Level I Fingerprint Clearance Card and Food Handler's Card, and must comply with EVAR's background check policy, including a safe driving record.

Responsible to: Kitchen Manager

Status/Hours: Up to 35 hours per week, non-exempt position; weekday (morning) hours

Primary Work Site: Mesa Active Adult Center (MAAC)

Equal Opportunity Employer