

**East Valley Adult Resources, Inc.**

**Job Description: Cook**

**Overview:** The Cook prepares and cooks menu items in alignment with production sheets, within the scope of the EVAR's vision, mission and goals and under the supervision of the Kitchen Manager. Maintain compliance with senior nutrition program requirements to produce Center-Based Services Congregate Meals, Meals on Wheels, and contracted catered meals for neighboring senior services. Assist in operations of kitchen and food services. Maintain high standards in sanitation, meal safety, quality and presentation.

**Major Duties:**

- Assemble ingredients, prepare and cook food items as assigned following the production sheet and recipes for multiple service times each day. Ensure correct quantities to minimize waste. Ensure that food comes out simultaneously for each service, in high quality and in a timely fashion.
- Follow instructions on daily portion control and appropriate meal serving / packaging for group on-site, individual home delivery, and bulk catering service.
- Utilize required food handling practices for the safe preparation, packaging, and storage of all menu items. Ensure food temperatures are checked and correct before food items are transported or served.
- Maintain high standards in sanitation and meal safety. Maintain a strict "clean as you go" practice ensuring a safe, professional work environment. Clean drawers, utensils, equipment, etc. in keeping with the team's maintenance schedule.
- Assist with receiving food and supply deliveries, checking all orders for accuracy. Assist in checking and organizing inventory and storage areas as assigned.
- Assist coworkers with break-down of line, storing leftovers, and washing pans and dishes at end of service. Provide back-up support as needed for co-workers.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Foster appropriate and courteous communication and positive relationships with supervisor, other program managers and staff, volunteers, community partners, vendors, and clients.
- Ensure that agency policies, standards and decisions are implemented and maintained.
- Serve as a member of the food service team, participating in the development of menus and plans.
- Other duties as needed and appropriately assigned.

**Qualifications:**

- High school graduate. Minimum of six months related food service experience.
- Knowledge of and ability to safely operate kitchen equipment.
- Effective organization and time management skills. Ability to follow instructions and flexibility to perform a variety of tasks.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Sensitivity to the needs of older adults.

**Requirements:**

- Ability to lift and carry objects weighing up to 30 pounds unassisted. Ability to stand for long periods of time. Ability to tolerate exposure to temperature and humidity changes, including entering refrigerated storage areas, working at ovens / ranges, dishwashing equipment, and steam tables.
- Possess valid AZ driver's license and reliable transportation to work, including a safe driving record and compliance with EVAR's liability insurance provider's driver standards.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to EVAR's background check policies.
- Have or ability to obtain a Food Handler's Card.

**Responsible to:** Kitchen Manager

**Status/Hours:** Part-Time or Full-Time, non- exempt position; regular weekday hours.

**Primary Works Site:** Mesa Active Adult Center or Red Mountain Active Adult Center as assigned

Equal Opportunity Employer