



POSITION DESCRIPTION

VITALITY VETERANS HOUSING PROGRAM

JOB TITLE: COOK I
DEPARTMENT: SUPPORTIVE PERSONNEL
SUPERVISOR: CARE COORDINATOR

JOB SUMMARY:

The Cook I position ensures that food preparation and serving and clean up is in accordance with established health and sanitation procedures and criteria of Vitality Unlimited. The Cook I reports to the Care Coordinator.

JOB DUTIES AND RESPONSIBILITIES:

- Must be ServSafe certified.
- Responsible for the preparation and service of all meals in compliance with local and state health regulations.
- May be required to assist with the Food Bank Program.
- Will be required to assist with the inventory of all food and supplies and secure all food and drink inventory.
- Complies with set menus.
- Ensures that all health regulations governing food, storage and hygiene are met.
- Responsible for the general maintenance and kitchen cleanliness including sanitization procedures.
- Responsible for following cleaning schedule of kitchen and pantry.
- Checks temperatures of all kitchen equipment daily.
- Records the number of veterans eating each meal.
- Maintain meal sign up log.
- Is required to cover all hair including facial hair while on duty in the kitchen area.
- Must present a clean, professional appearance at all times.
- Must wear closed in shoes, shirts with sleeves and long pants while on duty.

- Other duties as deemed necessary and assigned by Administration and/or the Care Coordinator.

KNOWLEDGE AND SKILLS:

At least two (2) years experience as a cook or assistant cook. Experience in cost control, inventory and purchasing. Must have knowledge of local, state and federal health regulations. Must be ServSafe Certified or in the process of obtaining his/her certification.

QUALIFICATIONS:

Must possess a valid Nevada Driver License and proof of insurance.
Must have a clean driving record.
Must have the ability to work independently with minimal supervision.
Must have the ability to respond to resident’s needs in a variety of situations.
Must have the ability to be physically capable of handling a variety of assignments.
Must have the ability to consistently provide a negative drug screen.

EDUCATION:

High School or GED equivalent desired but not required.

I have read the job description and understand fully the duties of my position.

Employee Signature

Date: _____

Human Resources Coordinator