

Center Cook



BSRI
P.O. Box 2470
Shallotte, NC 28459
910-754-2300
www.bsrinc.org

Job Description

Job Purpose

Serve as lead staff responsible for order, prep and meal preparation for onsite commercial kitchen nutrition program serving senior center clients and program participants.

Responsibilities:

- Responsible for all food production
- Ensure NCDAAS Nutrition Standards and NC Environmental Health Codes are met
- Maintain ServSafe Certification
- Maintain a NC Sanitation Grade of "A"
- Follow proper safe food handling techniques

Other Duties:

- Prepare food as needed for Senior Center events
- Ensure meals are prepared to the Dietician's specifications
- Ensure safe food storage and temperatures are kept
- Maintain a professional quality of food and personal hygiene
- Maintain and control food to minimize waste and theft
- Ensure two days of emergency frozen meals and two days of shelf stable meals are on hand at all times
- Ensure proper serving portions and quantities are met
- Oversee dishwashing and sanitation measures
- Oversee and produce daily, weekly and monthly cleaning lists
- Maintain a high level of customer service
- Monitor all equipment for repair/regular maintenance
- Ensure enough supplies are on site (pots, pans, utensils, etc.)
- Maintain clean work and prep areas

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Qualifications:

- Minimum High School Diploma or GED
- Organizational skills, food and nutrition service knowledge, NSF, food safety and sanitation guidelines, education/certifications desired.
- Computer experience preferred.
- Data entry and facility inventory control skills preferred.
- Customer service and communication skills preferred.
- Ability to lift up to 30-40 lbs. as needed for program operations.
- Ability to multi-task, attention to detail, high energy level and self-motivation.
- ServSafe certification preferred.
- Experience in cafeteria, catering or restaurant meal preparations highly desired.
- Repetitive motion endurance required for sanitizing duties.
- Perform other duties as assigned.

Must pass pre-hire background and drug screening and agree to random drug testing during employment. Valid driver's license required for when fleet operation is necessary.