

COOK POSITION DESCRIPTION & EVALUATION FORM

Position Title: Cook **Dept No:** 143000 **Department:** Food Services
Personnel Code: Support Staff **Status:** Non-Exempt **Supervisor:** Executive Chef

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC. **Above Expectations Meets Inconsistently Meets Below**
- To ensure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Reports to the Executive Chef. Cook assists in a wide range of food preparation and presentation. Participates in all aspects of food preparation for various JCC activities; maintains Kashruth standards, and keep an orderly, clean kitchen.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** GED / High School Diploma required; Culinary Art Certificate preferred
2. **Experience - Minimum Required or Preferred:** Preferred commercial kitchen experience.
3. **Special Skills:** Preferred knowledge of Kosher standards; outstanding customer service skills; ability to work days, evenings and weekends, depending on needs of JCC; ability to accept, respect and follow direction of Executive Chef and Mashgiah; able to stand for long periods of time; able to lift 30 pounds.

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Duties and Responsibilities:

- Place minimal orders as directed by Executive Chef.
- Assist Executive Chef in oversight of kitchen satellites:
 - JCafe
 - Pool Side Snack Bar
- Learn and maintain Kashruth standards; guide others working in the kitchen so that all food is prepared under strict kosher regulations.
- Responsible for Kaleidoscope program snack:
 - Ensures snack is fresh
 - Served between 3:30 and 3:45 pm, Monday – Friday during school year
 - Area cleared and cleaned in a timely manner when snack time ends.
- Assist in food preparation and packing for delivery for senior lunches, preschool lunches, Columbus Jewish Day School lunches, camp lunches, snacks, JCC events and rentals.
- Responsible for overall sanitation and upkeep of the kitchen.
 - Label & date all food items when putting away; keep refrigerators neat & orderly.
 - Clean and maintain cleanliness of dishes, cooking utensils, kitchen and storage areas at a level required and/or exceeding that which is required for health department and safety standards.
 - General upkeep of all work areas, including neat and orderly storage of equipment and supplies.
- Deliver food and utensils to rooms within the JCC &, if required, off-site preschools.
- All other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee Signature

Date of Signature