



Job Title: Lead Cook/Prep
Reports to: Kitchen Manager

Status: Full Time, Non-Exempt

Summary of Position: This position is responsible for the preparation, production, and presentation of a variety of foods, completion of production sheets and with other associated food service.

Responsibilities & Duties:

- Adheres to core values and mission of WASI
- Performs all main line food production duties with specific items determined by assigned shift.
- Reviews the needs of the day with management and completes production sheets, and verifies supply needs and availability.
- Ensures quantity and quality control in food production as well as overall sanitation of assigned areas.
- Verifies & prepares food serving lines, areas, and making sure they are properly stocked, set up, and cleaned.
- Using a working knowledge of all general food service area positions, this position “fills in” for any one of these positions at a moment’s notice.
- Observes and adheres to the proper rotation procedures to be followed for produce and dairy products.
- Maintains food production equipment and storage areas following proper sanitation, safety, and operational procedures.
- May be designated as a Dishwasher, etc. depending on assigned shift.
- Complies with statutes and regulations about confidentiality of family members including to HIPAA, etc.
- Ensures that food is received, stored, prepared, held and served under sanitary conditions to prevent the transmission of food borne illness.
- Inspects for any signs of rodent or pests. Report finds to supervisor.
- Performs other duties as assigned.

Skills and Abilities Required:

- Ability to understand and monitor applicable regulations, policies and procedures.
- Good verbal and written communication skills.

Skills and Abilities Preferred:

- Experience in food prep and kitchen operations
- High school education
- Training relevant to the position

Core Competencies:

- Belief in and ability to articulate the mission and core values of WASI
- Positive reputation in the community
- Team player
- Self directed
- Positive Attitude

Physical demands: While performing the responsibilities of the Cook’s job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Specific physical demands include, but are not limited to:

- Constant standing and walking
- Constant forward reaching to 45 – 60 degrees
- Frequent forward reaching between 60 – 90 degrees
- Occasional to frequent over head reaching
- Frequent neck flexion
- Occasional lifting and handling of weights up to 50 #
- Constant bilateral handling
- Constant unilateral fingering
- Frequent push pull of light trolleys within the kitchen only
- Frequent crouching, stooping

Physical Demand Level: Medium

Work Environment:

The work environment characteristics described are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noises level in the work environment is usually moderate.

There is a high volume of staff in the kitchen at all times. The kitchen may be a relatively small area with a high volume of carts moving both within and throughout the kitchen. This means that frequent direction changes are required by staff to either get out of each other’s way or to work within their own area.

The workers are required to walk and stand on a firm/hard surface. The floor surface should be non-slip; there may be wet areas through spillage, which needs to be cleaned up on a regular basis.

NOTE: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

_____	_____	_____
Employee Signature	Printed Name	Date
_____	_____	_____
Supervisor Signature	Printed Name	Date