Town of Chaplin
ASSISTANT COOK
POSITION DESCRIPTION
Approved by the Board of Selectmen on August 4, 2016

NATURE OF WORK: This is a responsible, part-time position, assisting in preparing and serving food; cleaning kitchen utensils, equipment and food preparation areas; maintaining a clean facility and performing other duties as required.

SUPERVISION RECEIVED: The Assistant Cook works under the general supervision of the Head Cook, Chaplin Senior Center and under the jurisdiction of the Board of Selectmen.

SUPERVISION EXERCISED: None.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Assists Head Cook in the preparation of all kinds of foods using a variety of kitchen appliances and equipment.
- Sets up serving line and assists in the serving of food.
- Cleans kitchen utensils, trays and other food service equipment and areas after meals.
- Unpacks and stores supplies.
- Performs other kitchen and function room related activities as directed by the Head Cook.
- Assists Head Cook as needed in the kitchen and serving area.
- Possesses considerable ability to establish and maintain courteous, effective working relationships with Town officials, residents, patrons, co-workers, volunteers, civic groups, other municipal agencies and members of the general public.
- Regular attendance is a requirement of this position.

OTHER JOB FUNCTIONS:

Performs related work as required.

******** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position********

QUALIFICATIONS PROFILE

<u>Knowledge, Skills and Ability</u>

- Knowledge of methods, materials, and equipment used to prepare and serve food in an institutional setting or commercial kitchen, preferred but not required.

- Knowledge of cleaning methods and materials used to maintain kitchen and related utensils and equipment in a sanitary manner.
- Knowledge of kitchen sanitation and safety measures.
- Knowledge of operation, cleaning and care of utensils, equipment and work areas.
- Ability to measure food portions and serve food.
- Ability to follow oral and written instruction.
- Ability to keep simple records.
- Considerable ability to establish and maintain courteous, effective working relationships with Town officials, residents, patrons, co-workers, volunteers, civic groups, other municipal agencies and members of the general public.
- Considerable ability to comply with Health Department standards.
- Ability to practice security measures.
- Ability to assist cook in preparation of meals.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Ability to concentrate on a task over a period of time without being distracted.
- Ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to identify and understand the speech of another person.
- Ability to communicate information and ideas in writing so others will understand.
- Ability to meet deadlines, attention to detail, ability to work independently and with minimal supervision, and the ability to perform multiple tasks with interruptions.

Education, Experience and Training

Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying.

Licensure and Certification

None required.

PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to speak and hear, taste and smell. The employee may have to stand for extended periods of time, walk, sit, bend, stoop, kneel or crouch. The employee must have the ability to lift, move, reorganize and shelve food products and supplies on a daily basis, at times lifting u to 25 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee may be required to climb stairs or ladders to various levels.

Specific vision abilities required for this job include close and distant vision, depth perception, peripheral vision, discrimination of color and the ability to adjust focus. Hand-eye coordination is necessary to use tools and to operate appliances and equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The noise level in the work environment is usually moderate.

While performing the duties of this job, the work environment may be extremely hot, especially in the summer months. The employee must have the ability to work in close quarters and with hot and, at times, flammable foods and oils. The employee is exposed to sharp instruments, electronic cutting and mixing machines, and machines with moveable parts. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock, and vibration. Employee is required to operate typical kitchen equipment including, but not limited to, range, microwave, convection oven, blender, meat slicer, knives and other cutting implements.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

THE TOWN OF CHAPLIN IS AN EQUAL OPPORTUNITY EMPLOYER

******* The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******