

**CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.**

**POSITION DESCRIPTION**

**COOK**  
(Food Services Program)

**Non-Exempt**  
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**MISSION STATEMENT:**

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

**OVERALL PURPOSE:**

This position is responsible for all aspects involved with accurately and efficiently preparing and serving meals to Children's Aid Home residents and staff, along with kitchen and storage maintenance.

**ESSENTIAL FUNCTIONS:** (other duties may be assigned)

1. Prepare breakfast, lunch, dinner, and snack for residents and staff that maintains high nutrient levels in accordance and guidance with the Dietician/Executive Director for current client population.
2. Complies consistently with standard portion size and recipe specifications.
3. Maintain sanitation, infection control, health, and safety standards in the kitchen/dining room areas in accordance with CAH policies, Department of Agriculture and Department of Human Services.
4. Review and adjust menu to incorporate donated food items into planned meals that are in accordance to food safety requirements and recommendations of the food service committee.
5. Maintain temperature logs daily.
6. Participate in the performance appraisal process.
7. Attend training, in-services, meetings, and conferences as necessary and as directed to obtain 15 hours according to policy.

**OTHER DUTIES:**

1. Maintain a list of all donation/names on donation sheet and forward to the office when completed.
2. Assist with National School Lunch Program administration.

**SUPERVISION RECEIVED:**

Supervision is received by the Executive Director and Cook Supervisor.

**SUPERVISION GIVEN:**

N/A

**WORKING CONDITIONS:**

1. Rotating days and holidays.
2. Working with frequent interruptions.
3. Extreme cold (non-weather).
4. Responding to upset or angry people.
5. Working alone.

**MENTAL/PHYSICAL REQUIREMENTS:**

1. Must be able to walk, sit, and stand throughout the workday as needed with occasional stooping, kneeling, crouching, or crawling.
2. Must possess ability to talk, hear, read, write, taste, and smell.
3. Must possess ability to use hands to finger, handle, or feel.
4. Occasional lifting/carrying of objects with a maximum weight of 50 pounds.
5. No special vision requirements are necessary.

**QUALIFICATIONS:**

**A. EDUCATION/TRAINING/LICENSE/CERTIFICATION**

High school graduate or General Education Degree (GED).  
ServSafe Certification Preferred.

**B. WORK EXPERIENCE**

Six months of related experience and/or training.

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**C. CONDITIONS OF EMPLOYMENT**

- Must possess Act 33, Act 34, and FBI clearances.
- Must attend 15 hours of relevant training per year.
- Must be 21 years of age.
- Attend annual HIPAA training.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Must possess a thorough knowledge of food preparation.
  2. Must have knowledge of kitchen equipment (i.e. stove, oven, dishwasher, etc.).
  3. Must be able to work with frequent interruptions.
  4. Knowledge of all applicable regulations, policies and procedures.
  5. Attend ServSafe Class – Recertify every five (5) years.
  6. Maintain standards for Department of Agriculture twice yearly.
  7. Follow all confidentiality and universal precaution guidelines.
  8. Strictly adhere to all HIPAA requirements as a covered entity.
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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee and/or Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor or HR Representative

\_\_\_\_\_  
Date

Revised 04/2020