

**JOB DESCRIPTION**  
**SECOND COOK-ASSISTANT COOK**

**JOB TITLE:** Second Cook-assistant Cook

**GENERAL RESPONSIBILITIES:** To assist with meal preparation, serving and clean up.

**REPORTS TO:** Head Cook

**SPECIFIC ACTIVITIES:**

1. Assist in the preparation of nutritious meals on a regularly scheduled basis in accordance with good food preparation procedures, guided by personal experience and local training, and using good health practices.
2. Plan food needs and help the Head Cook make orders or purchases of food and kitchen needs according to policies established in the absence of the Head Cook.
3. Practice and demonstrate safety precautions at all times.
4. Complete the ServSafe training within 2 weeks of employment.
5. Use the best judgment in meal preparation to comply with the published menus.
6. Assist the Head Cook in maintaining the inventory reports.
7. Be physically able to lift and store items.
8. Make salads, salad dressings, desserts, hot breads, vegetables, and fruits.
9. Attend all meetings and required by the Elderly Nutrition program.
10. Complete all other duties as assigned by the Head Cook.

**MINIMUM QUALIFICATIONS:**

Must be able to use quantity recipes, prepare and know the proper use and care for basic kitchen equipment.  
Must carry out proper sanitation and safety procedures and keep work areas neat and clean.

**WAGES:**

In accordance with the salary schedule in the Elderly Nutrition Program for the county, based upon background and experience.

**HOURS:**

A minimum of 6 hours per day, or more, based upon need.

**I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.**

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_