Title: Senior Meal Program Prep Cook – Part time  

Grade: 1

Reports To: Chef Instructor  

FLSA Status: Non-Exempt

Supervises: None  

Date Written: 4/12/2020  

Date Revised: 10/1/2020

POSITION SUMMARY

The Senior Meal Program (SMP) Prep Cook reports to the Chef Instructor and assists in implementing an economic and nutritious food service program in accordance to state regulations and agency standards.

DUTIES AND RESPONSIBILITIES

- Prepares raw food materials in accordance with the required ingredients, serving portions and meal patterns.

- Assists the Chef Instructor in preparing and packing of items on the menu and delivery of the meals to meal recipients.

- Follows the latest Federal, State, City of Chicago sanitary guidelines as instructed by the Chef Instructor.

- Cleans work station after each process and again at the end of the day to maintain sanitary food service area.

- Involves various kitchen tasks including general cleaning, dishwashing, and storing of food.

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- At least 18 years of age.

- One year kitchen or relevant experience preferred.
● Must possess or be working towards GED or equivalent.

● Certification in food handler preferred (or must obtain within the first three months of employment).

**Skills/Knowledge:**

● Willingness to learn food preparation skills.

**Physical Demands:**

● Lift objects weighing over 25 pounds.

**Environment and Scheduling:**

● Works in a commercial kitchen with heat, noise, humidity, etc.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.