

Revised: 9/28/21

Town of North Branford
Parks, Recreation, and Senior Department
SUBSTITUTE COOK JOB DESCRIPTION

General Purpose: Responsible for creating monthly menus and preparing for daily lunches, refreshments, and special holiday meals/treats. Operates kitchen and services to meet all safety standards and practices set forth by state and local regulations and recommendations. Follows and enforces town and department policies. Ensures quality customer service to all patrons of the Community Center.

Essential Duties & Responsibilities:

- Creating monthly menus for daily lunches, refreshments, and special holiday meals/treats
- Sourcing food items and equipment as needed.
- Ensures ingredients and products are fresh and within expiration dates.
- Prepares and serves all daily lunches, refreshments and holiday meals/treats follow all health department and ServSafe guidelines.
- Cleans and washes all equipment and dishes after meals.
- Main a clean and safe work area including handling utensils, equipment and dishes.
- Maintain food safety and sanitation standards.
- Maintains inventory of food and equipment.
- Prepares food and supply orders as needed.
- Responsible for maintaining ServSafe Manager Certification
- Participates and attends all staff meetings and in-service trainings.
- Other duties as assigned by management.

Qualifications:

- ServSafe for Manager Certification
- Experience working/operating a commercial kitchen
- Experience working with commercial kitchen equipment including but not limited to dishwasher, griddle, stove/oven, deli slicer, etc.
- Experience with costumer service.

Immediate Supervisor: Department Director

Physical Demands: Physical demands described here are representative of those that must be met by the 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 position, the employee is regularly required to talk and hear clearly and exchange information with other employees, patrons, and the general public. The employee is frequently required to walk, sit, and stand for prolonged periods of time; lift, carry, push, and/or pull; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus. The employee must be capable of lifting and carrying up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an 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 regularly works under extreme temperatures, which are often adverse, both in the cold and heat. The employee will be required to work in storm conditions, rain, snow, sleet, and other conditions that may be present in New England.

Selection Guidelines: Formal application, oral interviews, and reference checks.

The duties listed above are intended as illustrations of 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 logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee.

Approval: _____ **Revision History:**
Town Manager

Date of Town Council Approval: **Effective Date:**