

Community Connection of Northeast Oregon, Inc.
Position Description
Assistant Cook
Salary Range 6 (\$15.37 - \$20.14 per hour)

Position Classification
Salary
Hourly-----X
Overtime Exempt
Overtime Non-Exempt ---X
Safety Sensitive

GENERAL STATEMENT OF DUTIES

Assists the Head Cook in the preparation of meals. Cleans cooking equipment and kitchen. Does related work as required. Must be able to assume Food Services Manager/Head Cook position during the time of absence.

SUPERVISION RECEIVED

Works under the direct supervision of the Food Service Manager or Head Cook.

SUPERVISION EXERCISED

Generally, there are no supervisory responsibilities in this position. However, on days when the Food Services Manager/Head Cook is absent, the Assistant Cook will assume the supervisory functions of the Food Services Manager/Head Cook.

TYPICAL EXAMPLES OF WORK (Any one position will not usually involve all the duties listed and many positions will involve duties that are not listed.)

1. Prepare salads, desserts, and dressings.
2. Assist Food Services Manager/Head Cook in preparing main dishes, vegetables, cookies, cakes, muffins, biscuits, master biscuit mixes, and rolls.
3. Assist with any necessary pre-preparation of foods for the next day's meal.
4. Maintain a clean work area by washing pots, pans, and bowls as used and cleaning the general work area, ovens, and stove.
5. Assist in storing leftover foods.
6. Assist with deep cleaning of kitchen, dish room, and storage areas as time permits.
7. Assist in dishing up home-delivered meals, satellite, and dining room meals.

8. May assist Food Services Manager/Head Cook with cooking, delivering, serving, and clean-up for catered events.
9. Pick-up items at local retail stores may be required to supplement inventory.

REQUIRED EDUCATION, EXPERIENCE & SKILLS

~Graduation from high school or GED required. Current Food Handler's Card or willingness to obtain one within 90 days of accepting the position. One year's cooking experience; cooking for large groups is a plus. Must have a valid Oregon Driver's License.

~Ability to work pleasantly with the public and other staff members. Ability to follow written and oral instructions; ability to accept supervision on a daily basis and ability to supervise on occasion. Must be able to organize and complete tasks in a timely manner.

Must pass a pre-employment drug test and a criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
