

# CENTER AGAINST SEXUAL AND FAMILY VIOLENCE

## JOB DESCRIPTION

**TITLE:** Cook  
**SUPERVISOR:** Client Services Coordinator  
**STATUS:** Non-Exempt

### **FUNCTIONS:**

The Cook is responsible for planning and preparing nutritious meals for Shelter clients. Must maintain and purchase food and supplies in accordance with the Texas Department of Agriculture and Health and Human Services Commission (HHSC) standards.

### **ESSENTIAL JOB FUNCTIONS:**

- Prepare menus with the four food components: protein, fruit/vegetables, grain and milk in accordance with the Texas Department of Agriculture and HHSC standards for reimbursable meals
- Prepare meal production menus for age-appropriate meal amounts.
- Prepare meals for other events as needed
- Plan and prepare weekly menus and shopping list
- Purchase and maintain adequate food and other inventories for the kitchen.
- Maintain receipts for all items purchased.
- Maintain temperature logs for each refrigerator and freezer weekly
- Maintain proper documentation according to the Texas Department of Agriculture
- Conduct nutrition presentations to Shelter residents
- Coordinate assignments with other cook
- Keep kitchen in a sanitary and safe manner at all times
- Attend staff meetings
- Other duties as assigned.

### **QUALIFICATIONS:**

High School diploma or equivalent. Valid Food Handler's Permit. Minimum of one-year experience in planning and preparing meals according to specified menus for groups up to 190 people. Bilingual: English/Spanish preferred. Must have valid Texas driver's license and current insurance. Computer proficiency in MS Office Applications, accurate record keeping skills.

This job description should not be construed to imply that these requirements are the only duties, responsibilities and qualifications for this job. Incumbent may be required to follow any additional related instructions acquired related job skills and perform other related work. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have read and understood the job description for the Senior Cook and I am able to perform all functions described.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_