

**FAMILY RESOURCES, INC.**  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Cook	<b>Program:</b>	Residential
<b>Position Level:</b>	Support Staff I	<b>Reports To:</b>	Residential Supervisor

**POSITION FUNCTION/OVERVIEW**

This position assumes responsibility for planning and preparation of meals for clients of the residential program that meet the required standards of the USDA school lunch program. The cook also ensures that the kitchen area and food handling are in alignment with the standards of the local Health Department.

**PRIMARY DUTIES/RESPONSIBILITIES:**

- Prepare nutritional meals for clients.
- Follow prepared daily menus meeting nutritional requirements.
- Involvement in the development and implementation of menus
- Maintain recordkeeping system for menus.
- Maintain daily meal records
- Purchase groceries for meal preparation.
- Completes purchase orders for all grocery purchases.
- Ensure daily cleanliness and sanitation of kitchen and food storage areas.
- Maintains food storage per standards
- Complete weekly, monthly, quarterly and yearly reports
- Complies with kitchen and program safety standards and guidelines.
- All other duties as assigned by supervisor.

**QUALIFICATIONS:**

- Must have a High School Diploma or GED.
- Minimum two years experience in menu planning and food preparation for group facility or restaurant.
- Must have completed a food safety handling training or be willing to take the training within 90 days of employment.
- Must demonstrate ability to prepare nutritious home cooked meals for a residential facility in accordance with planned menus.
- Ability to read, write and speak English and comprehend instructions pertaining to assigned tasks and communicates effectively in writing and verbally.
- Must be Background compliant with requirements of the Department of Juvenile Justice.

- Must have a valid FL State drivers license, clear driving record and proof of current motor vehicle insurance.
- Computer experience required.
- Must exercise good judgment and common sense, and the ability to follow through on assigned tasks
- Ability to work semi-independently without direct supervision;
- Ability to develop and maintain positive relationships with youth and staff.
- Must demonstrate awareness, acceptance and ability to work with the LGBT population.
- Ability to work effectively with individuals from a variety of cultural and ethnic backgrounds.

**POSITIONS SUPERVISED:**

None

\_\_\_\_\_  
Employee's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor's Signature

Date \_\_\_\_\_