



EWC
Job Description
Position Duties & Responsibilities

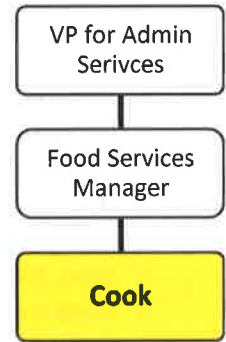
Job Title:	Cook	Classification:	Cook
Department:	Food Services (Admin Services)	Duration:	9 Months (Aug - May)
Primary Location:	Torrington, WY	FLSA Status:	Non-Exempt
Position Number:	750	DBM/Level:	A12

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Cook is a full-time, 40 hours weekly, benefitted, A12 DMB, Classified categorized position located at the Main Campus. The Cook is responsible for preparing and/or directing food preparation, complying with all applicable sanitation, health, and personal hygiene standards, adhering to established food production procedures, and serving meals in an institutional setting. Food preparation and serving duties may include mixing, cooking, and baking ingredients from recipes to create meals; greeting students and staff; cleaning and sanitizing cooking equipment and dishes; and assist the planning of catered events. Strong collaboration skills, flexibility, and customer service focus are needed to fulfill assigned tasks. Must work effectively as both part of a team and independently. The Cook typically works day or swing shift hours Monday through Friday with rotating weekend duty. Cooks are also required to support special events which may include an occasional evening. The Cook is not expected to travel.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Cook is supervised by the Food Services Manager and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the Vice President for Administrative Services. The supervisory chain is depicted at right.



The Cook does not formally supervise or evaluate any EWC full-time or part-time employees. The position may supervise and monitor the actions and work of part-time employees, and/or EWC-enrolled Work Study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- High School (HS) diploma or HS Equivalency Certificate
- One year full or part-time cook or related experience
- Wyoming certified ServSafe program completion (or within 6 months of hire)

Preferred Qualifications:

- Full-time cook experience in an institutional setting
- Previous work experience in education at the secondary or post-secondary level

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Prepare and cook food for large groups of people according to specified menus and/or for individuals with special diet needs; monitor food quality

- Bake, roast, broil, and/or steam meats, fish, vegetables, pastries, breads, cakes, and other applicable food items, adjusting cooking controls to regulate temperature in order to mitigate the potential of over or under cooked food; test cooked food (smell, taste, or other appropriate methods)
- Measure and mix ingredients according to recipes using a variety of kitchen utensils and equipment
- Assist in planning and preparing menus which include cooking, decorating, and catering planning
- Greet Food Service customers (e.g. students, employees, general public) in a professional and polite manner at meals and at cafeteria entrance; perform cashier duties
- Clean and sanitize equipment, utensils, and kitchen and dining areas
- Procure appropriate amounts of food from storage in order to prepare sufficient quantity of food
- Prepare and serve appropriate portions of food onto serving plate or into individual containers; load containers onto food carts for delivery
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of...
 - Sanitation principles and practices
 - Food handling practices and principles
 - Cashiering methods
 - Customer Service principles and practices
 - Inventory maintenance standards
 - Applicable Federal and State food service laws, rules, and regulations
 - Records maintenance methods
- Skills and Ability to...
 - Handle, prepare, and cook food for large populations
 - Clean and sanitize kitchen and dining equipment, utensils, and facilities
 - Read and follow recipes and follow written or verbal instructions and procedures
 - Multi-task and work on different tasks simultaneously alone or as part of a team
 - Greet customers and provide customer service
 - Demonstrate excellent time management and meet daily deadlines
 - Prepare and maintain records
 - Monitor inventory levels
- Communication and interpersonal skills to interact with co-workers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, manual dexterity, grasp, feel, talk, listen, see, and repetitive motions
- Exert up to 50 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Standing and walking for long periods of time
- Subject to moving mechanical parts, electrical current, gases, poor ventilation, heat, chemicals, and noise

Food Services Manager:

For Edward A. Meyer (HR Director) 7-19-18
Signature Date

Vice President for Administrative Services:

K. Amek 7/19/18
Signature Date

EWC President:

HR Office 7/19/18
Signature Date

Note: This position's duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

JD Received		July 17, 2018
JD Reviewed		July 17-18, 2018
JD Approved		July 19, 2018
Job Description Effective Date		August 13, 2018
Position Number Assigned/Verified by HR		July 17, 2018