

# Sarah's House Fort Meade

## RECRUITING FOR A COOK

Performs daily cooking and meal preparation of large batches of food in accordance with standardized recipes, current federal, state, and local regulations as well as established policies and procedures. Coordinates the daily operation of the kitchen to include providing direction to staff and volunteers as assigned.

### **JOB DUTIES & RESPONSIBILITIES:**

Ensures compliance with health regulations and protects product throughout the service cycle from receiving to service. Ensures that all food is prepared and served in accordance with safe food handling practices. Receives and properly stores food donations. Plans menus as required, ensures apportionments and good nutrition, and utilization of donated food. Orientates and trains kitchen workers to aid with meal preparation, serving and clean up. Ensures that sanitary conditions are maintained and cleans areas and equipment. Maintains records and statistics associated with kitchen operations. Maintains proper inventory levels. Works independently focused on daily kitchen operations. Performs other duties as assigned.

Driving is required for this position. Driver must be at least 21 years of age, with a minimum of 2 years driving experience, and a valid driver's license issued by the state of residence. There can be no state issued restrictions on the licenses that would impede driver's ability to operate the vehicle as required by the Agency, and there must not be more than 3 points on their driving record.

**Education & Experience Requirements:** High School Diploma or GED. 1-2 years cooking experience in a commercial kitchen/restaurant environment. Have valid ServSafe Food Handler certification or obtain it within 6 months of employment.

**Salary:** \$16.00 per hour, with benefits.

**Full-time position:** 32 hours a week, each shift gets a ½ hour lunch break. Two options, 4 days per week 10:00am-6:30pm and 1 day per week from 12:00pm-6:30pm or 4 days per week 10:00am-6:30pm. Both options are Monday-Friday.

Qualified candidates can send their resume to: [recruiter@aawdc.org](mailto:recruiter@aawdc.org), put Cook in the subject line. Only qualified candidates will be contacted.