



Job Title:	Cook
Department:	Kitchen
Report To:	Kitchen Supervisor
Starting Wage:	\$22.00 per hour
Last Revised:	May 2024

## JOB DESCRIPTION

### Position Summary:

The Cortes Natural Food Co-op's Cook is responsible for preparing and displaying high-quality food products for the Deli in order to support the Co-op's mission.

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### Responsibilities:

- Prepares scratch items including sandwiches, salads, and entrees according to Co-op recipes while assuring quality and maintaining efficiency
  - Prepares and presents hot food items, such as pizza and soup, according to Co-op recipes while assuring quality and maintaining efficiency
  - Prepares and stocks goods for display in the Deli, including packaging and labeling
  - Organizes and rotates frozen, fresh, and dry back stock and goods
  - Follows daily production and prep lists
  - Follows and completes all procedures for opening and closing the Kitchen and Cafe
  - Prepares ingredients and goods for the next day as needed
  - Handles leftover items and pricing
  - Answers customer questions and provides guidance accurately and efficiently
  - Ensures all dishes are washed properly and put away
  - Keeps workstations and equipment clean and orderly
  - Performs basic cleaning and sanitization
  - Removes garbage and recycling from the building
  - Receives and puts away supplier orders
  - Provides professional service to customers and co-workers
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- Knows and promotes Co-op mission, vision, and values
  - Follows all Co-op work policies and procedures
  - Keeps supervisor informed of any ideas and/or issues
  - Attends staff meetings as scheduled and participates on committees as agreed upon
  - Performs other duties as assigned

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### Qualifications:

- Available to work a variety of shifts including early mornings and weekends

- Skilled in cooking and/or baking
  - Ability to learn and follow Co-op Kitchen recipes and procedures
  - Ability to maintain a friendly and positive attitude
  - Ability to work in a fast-paced environment
  - Knowledge of natural and organic foods
  - Skilled in verbal and written communication
  - Ability to stay organized and set priorities with multiple tasks
  - Willingness to be open, to learn, and to take on new responsibilities
  - Ability to work independently and as part of a team
  - Ability to acquire Food Safe Level 1 certificate
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### **Essential Physical Requirements:**

- Standing, walking, bending, and reaching frequently
  - Ability to lift and carry repeatedly, up to 50 pounds occasionally
  - Ability to operate all equipment necessary to perform the job
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### **Work Environment:**

Fast-paced kitchen environment. Commonly works alone for extended periods of time. May work with or near moving mechanical parts and in hot or cold climate conditions. May work in moderate and loud noise environments.

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### **Disclaimer:**

Employees are expected to act in the best interest of the Co-op, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.