CALIFORNIA HUMAN DEVELOPMENT

A private, non-profit community based human services agency providing a wide range of programs and services throughout northern California for families and individuals who seek greater self-sufficiency and improved lives.

"Creating Opportunities in Housing"

PROGRAM/DEPARTMENT: Housing LOCATION: Farmworker Housing Center in Calistoga, CA	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer
JOB DESCRIPTION TITLE: Cook	**POSITION STATUS:** Regular Full-Time **FLSA STATUS:** Non-Exempt
SALARY: Grade 4	**PROGRAM HOURS:** 6 Day-48 hour Work Week (split shift required)

SUMMARY:
The overall responsibilities of the Cook include the following: Preparation of meals and kitchen management.

ESSTENTIAL RESPONSIBILITIES AND DUTIES:

A. Prepare full course meals from preset menus.
B. Plan meals in compliance with all applicable regulations.
C. Maintain stock and inventory control of all food and kitchen supplies.
D. Maintain safety/health standards, and order and cleanliness, in the kitchen area.
E. Attend all required meetings.
F. Perform other related duties as required.

OTHER REQUIREMENTS:
A. On site residency required.
B. Employee unit occupancy agreement must be signed prior to employment.

SUPERVISORY RESPONSIBILITIES:
NONE

KNOWLEDGE, SKILLS AND ABILITIES:
LANGUAGE SKILLS:
A. Ability to communicate effectively verbally with individuals and groups.
B. Ability to read, analyze, and interpret governmental regulations in English or Spanish.
C. Spanish-speaking ability highly desirable.

MATHEMATICAL SKILLS:
A. Ability to use arithmetic skills normally applied in this position.
REASONING ABILITY**:**
A. Sufficient capability in cognitive reasoning to perform the essential duties.
B. Ability to interpret a variety of instructions furnished in written or oral form.

C. Ability to maintain appropriate boundaries with residents and staff both on and off duty as defined by agency ethical codes.
D. Ability to solve problems and resolve conflicts effectively.
E. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
F. Ability to maintain own psychological well-being.
G. Ability to recognize and manage personal bias.

QUALIFICATIONS:

EDUCATION:

A. Must possess or be able to secure within the next exam cycle all necessary certifications to handle and prepare meals
B. High School diploma or GED desirable.

EXPERIENCE:

C. Knowledge of Hispanic cuisine and food preparation techniques required.
D. Must be able to work effectively with public.
E. Bilingual English/Spanish is highly desirable.

WORKING CONDITIONS:

A) PHYSICAL DEMANDS**:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires**:**

Frequently:	Walking, Seeing, Hearing, Speaking, Standing, Bending, Lift up to 60 lbs, Carrying, Pushing/Pulling
Occasionally:	Stooping, Squatting, Kneeling
Seldom:	Climbing, Twisting, Sitting,

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) WORK ENVIRONMENT:

Frequently must handle large cooking containers with both hot and cold foods.
This is a fast paced environment and the noise level is usually moderate.
May have exposure to hazardous materials or conditions.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

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Employee's Signature Date Supervisor's Signature Date