



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION – YMCA Lead Cook

Job Title: **YMCA Lead Cook**

Wage: \$9.00/hr - \$11.00/hr

FLSA Status: Part-Time/Hourly

Hours/week: 20-25

Reports to: Food Program Administrator

Revision Date: 2/23/2018

### POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Food Program Administrator, the Head Cook is responsible for providing food service to participants in our Anti-Hunger Outreach program, menu development and inventory control, food preparation, baking, dishwashing, and kitchen cleanup.

#### Qualifications

1. High school graduate or equivalent.
2. Applicant must be age 18 or older at time of application.
3. Current First Aid, CPR, and AED certifications (or within first 90 days of employment).
4. Previous commercial or institutional food service experience recommended, preferably for numbers exceeding 150.
5. Previous cook experience required.
6. Criminal background clearance within association standards.

#### Cause-Driven Leadership™ Competencies

#### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## **REQUIRED CERTIFICATIONS**

1. Current First Aid, CPR, and AED certifications and Washington State Food Handler's Permit required.

## **ESSENTIAL FUNCTIONS**

1. Under direction of the Food Program Administrator, assists in all aspects of managing food service for the Anti-Hunger Outreach Programs.
2. Prepare, present, and serve food using established production procedures and systems as directed.
3. Comply with established sanitation standards, personal hygiene, and health standards.
4. Assist in proper preparation, handling, and storage of food within established standards.
5. Safely operate all kitchen equipment including but not limited to: ovens, grills, mixer and dishwasher. Proper knife/cutting skills are essential. Reporting necessary equipment repair and maintenance to supervisor as warranted.
6. Dining area and kitchen clean up including proper washing and sterilization of all dishes and food preparation surfaces.
7. Maintain clean, attractive, safe, functional facilities and food service equipment that meet State of Georgia Health Inspection requirements.
8. This position work hours will primarily be afternoon/early evening with occasional mi-day hours.
9. Review, practice, follow and make recommendations to improve safety procedures and practices.
10. Responds to emergency situations.

## **OTHER POSITION FUNCTIONS:**

1. Assists in controlling direct expenses (staff, kitchen supplies, food) within established budget, including the inventory and receiving of supplies within established guidelines.

2. Act as a positive role model and mentor for participants, volunteers and other staff, demonstrating the values of caring, honesty, respect, and responsibility in the performance of job duties.
3. Prepare for and actively participate in staff training and staff meetings
4. Maintain and deliver accurate records as directed.
5. Documents all accidents/incidents per established YMCA policies and procedures and as required by law.
6. Perform other duties as may be assigned.