



**Assistant Cook**  
**Position Description**

Reports to: Center Director and Food Service Director

The position is non-exempt

**Qualifications:** Individual must be 17 years of age or older. They must be patient and work well with young children and other staff. All employees of the Guild of St. Agnes must pass a C.O.R.I. and D.C.F. and fingerprint check.

**Essential Functions:**

- Become or willing to become Safe Serve Qualified
- Ability to lift, bend, carry and transport up to 50 pounds
- Ability to stand for lengths of time
- Must have visual and auditory capabilities
- Proficient in the English language

**Responsibilities include but are not limited to:**

- Ability to work independently with little or no supervision
- Use proper judgement and understand boundaries between kitchen and staff
- Assist with the cooking and preparation of two meals per day for the children
- Maintain Safe Serve Certification once every 6 years or as required by the Board of Health
- Use proper serving and portion control
- Unload and store new food orders
- Willingness and ability to handle heavy institutional-packed food and supplies
- Familiarity with proper sanitation and food supplies
- Comply with the USDA nutritional guidelines and state health code CMR 102
- Ability to perform duties safely
- Scheduled work may vary and be subject to change
- Record hot food and refrigerator temperatures
- Provide alternates and record menus for children with allergies.

I have read and understand this job description.

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Name (Printed)

Signature

Date