



YMCA of Indiana County			
Employee Job Description			
Position Title:	Cook	Department:	Food Service
Reports To:	Director Community Outreach and Engagement	Grade:	
Classification:	Full time/ Part Time / Seasonal	Job Code:	

GENERAL FUNCTION:

Under the direction of the Food Program Coordinator, the part-time cook will prepare meals, track all required data, and clean and maintain all spaces utilized to prepare and serve the food. All activities will be done in compliance with all applicable policies and procedures developed by the YMCA of Indiana County and Department of Education, in accordance with YMCA of the USA mission and principles. Transporting products are required and therefore, a clean driving record, valid driver’s license, care insurance and registration (MVR will be run). As a youth serving organization, three clearances (PA Criminal Clearance, PA Child Abuse Clearance and FBI check is required). This person will demonstrate a commitment to the YMCA Core Values of Caring, Honesty, Respect, and Responsibility.

CORE COMPETENCIES:

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect, and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
- Ability to transport products with a valid driver’s license, car insurance and registration and clean driving record.

KNOWLEDGE – SKILLS - ABILITIES:

Education: A Serve Safe Certification is required within 60 days of hire.

Experience: Experience in preparing meals for groups of 20 or more people in the food service industry. Experience working with under privileged children and families, desired, but not required; Should be comfortable interacting with children and working with other team members.

Working Conditions:

- Valid Driver’s License, car insurance and registration is required (mileage will be provided.)
- Moderate lifting and physical effort required for carrying/ transporting food, documents, and other materials

Equipment Used: Computer, all kitchen equipment

JOB RESPONSIBILITIES:

- Ensure sites are meeting all CACFP and SFSP regulations in accordance with the State of PA.
- Follow all Health Department, Dept. of Education Regulations in regards to the food program.
- Pass CACFP 4-hour training and obtain Certificate on 1st week of hire.

- Prep, serve, and clean up lunch for preschool
- Prep and serve snacks for preschool, child watch or other YMCA programs.
- Prep and serve breakfast for preschool for the following day
- Maintain all daily required paperwork, including but not limited to:
 - Daily CACFP meal count records, including attendance
 - All records of temperatures of refrigeration and food
 - Maintain all records of meal prep
- Follow the menu for the day following CACFP guidelines
- Wash dishes, clean refrigerator, microwave, stove, counters
- Interact with children in a positive manner
- Notify the Food Services Coordinator of the any needs related to breakfast lunch and snack
- Pick up products for delivery from Mack and transport to the YMCA.
- Inform appropriate supervisor of any problems that arise
- Other duties as assigned

PHYSICAL REQUIREMENTS:

- Must be able to bend and stoop occasionally
- Must be able to lift 35 pounds occasionally.

The YMCA of Indiana County complies with ADA and considered reasonable accommodation measures that may be necessary for eligible applicants/employee to perform essential job functions.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential function of their job, absent undue hardship.

FFECT ON END RESULT:

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position as outlined.
- The successful growth of programs in both the number of children being fed and number of sites operational.
- Attain at least one non-Y, non-school site for food distribution.
- The development and maintenance of relations and an increasingly effective relationships with organizations in the area to help the food program grow and thrive.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs, and special services.

Employee Date

Supervisor Date