



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	847-1600-001	Last Revised:	06/14/2013
Position Title:	Cook Supervisor	Department:	Dietary Services-Tsali Care Center
Reports to:	Dietary Manager	Division:	Public Health & Human Services

Primary Function: Oversees and participates in the preparation and serving of nutritionally balanced meals and snacks within the assigned facility; according to the program requirements, policies, and procedures and within the EBCI and N.C. Board of Health guidelines. Assist Food Supervisor in the supervision of the dietary personnel. Serves as Food Service Manager in the manager's absence.

Job Duties and Responsibilities:

- Receives instructions from Food Supervisor for food to be prepared at the designated times and assists in preparation as assigned. Also acts as Food Supervisor when Food Supervisor is out of office.
- Directs cooks and cook assistants from time to time. Reviews approved menus and checks supply inventory.
- Compiles lists of needed food/supplies, places orders according to standard purchasing procedures, and plans for timely deliveries.
- Oversees the cleaning and maintenance of the kitchen, storage, and serving areas; maintains sanitary conditions according to health code standards set by federal guidelines.
- Ensures proper temperature of meals for safety.
- Coordinates the service of foods in appropriate manner, utensils, portions, and temperatures to residents.
- Coordinates the cleaning and sterilization of cooking utensils, portions, and temperatures to clients who come to the meal site and meals served to residents in their rooms.
- Maintains accurate count of meals served, food/supplies used, produce, food orders, and related records.
- Assists with other duties within the facility as time permits and requested.
- Oversees preparation and services of refreshments or supplemental items as requested.
- Attends in-service classes and training as required.
- Performs all duties according to established safety guideline and tribal policies.
- Ability to multi-task.
- Performs other duties as assigned by Food Supervisor.

Education /Experience:

A high school diploma, GED, or equivalent training and experience in a nutrition related field is required. One to three months in the position is required to become proficient in most phases of the job with prior food preparation/service experience sufficient to know the basics. Satisfactorily completion of the Food Sanitation Course is preferred. Certification as a Certified Dietary Manager (CDM) is preferred. If not CDM at hire must be able to obtain CDM with first 3 years of employment. Must hold, or be able to obtain in first 6 months, a Serve Safe Certification.

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, and guidelines for the Tsali Care Center food service. Must know the principles of good nutrition, quality food preparation, food storage, serving, and transportation techniques. Must be skilled in the use of all kitchen and related utensils, equipment, and systems. Must know proper cleaning and sterilization procedures. Requires knowledge of applicable standards and guidelines of N.C. Board of Health,

OSHA, and EBCI for food service and for employees involved in food service and preparation. Requires the ability to read and interpret recipes, food preparation instructions, and related materials. Must be able to perform simple math calculations. Requires the ability to maintain inventories and calculate quantities of food supplies. Requires ability to maintain records and prepare reports. Must have knowledge of Food Sanitation techniques.

Contact with Others:

Conducts the work of the kitchen personnel where safety and sanitize procedures must be followed to avoid injuries. Failure to efficiently complete assigned tasks could cause slow productivity and missed deadlines.

Mental /Visual /Physical Effort:

Close concentration and mental efforts are required to follow recipe instructions. Physical effort required to follow recipe instructions. Physical effort required includes: the ability to stand for extended periods of time, walk, reach with arms and hands, bend, and stoop. Must have manual dexterity, visual acuity, and the ability to speak and hear. Occasionally required to lift weights up to 40 pounds.

Environment:

Works in food preparation environment with heat and wetness present to a disagreeable extent at times, otherwise a normal work environment is present. Exposed to the potential for burns, falls, back strain, or cuts to fingers and hands. Must have T.B. test and immunizations. Following established safety procedures would reduce the likelihood of injuries.

Resourcefulness & Initiative:

Follows well defined procedures and guidelines with judgment and initiative required to maintain accuracy, work efficiency and meet schedule deadlines. Must have the ability to plan and assign work for maximum efficiency and use of personnel.

Responsibility for Safety /Equipment:

Coordinates efforts to maintain kitchen equipment and environment in sanitary, orderly condition and is subject to periodic health inspections. Improper use of equipment could cause some damage (i.e. microwave oven). Must properly handle, store, prepare and serve sanitized food according to stringent guidelines, procedures, and standards. Failure to properly handle food could result in illness, food spoilage/loss, higher food service costs, and low sanitation grade.