

Cook/Baker Job Description



Reports To: Kitchen Manager
Salary Range: \$15.00 to \$15.50/hour
Approved By: Executive Director

FLSA Status: hourly; 32-35 hours/week
Monday through Friday: 6:30 am to 2:00 pm
Date Developed/Updated: January 2023

Summary: The Cook/Baker is responsible for assuring all chilled components of the menu for home-delivered and congregate meals for our senior clientele are prepared, assembled and packed to be visually appealing in accordance with portion requirements and alignment with the daily production schedule; simple baking and packaging of meal accompaniments, and otherwise preparing food items as directed by the Kitchen Manager; working with the kitchen staff to ensure high productivity and reduce waste and spoilage.

Essential Duties and Responsibilities include, but not limited to the following:

- Ability to read and follow written recipes and instructions.
- Assures all chilled components of the daily meals are prepared and packaged in a visually appealing manner and portion-compliant.
- Works efficiently to ensure chilled components of the daily orders are ready on time for the distribution team
- Prepares baked goods as assigned and overseen by the Kitchen Manager.
- Follows all food handling and sanitation practices & procedures set forth by LifePath and governed by law.
- Participates in the daily packing and sealing of home-delivered meals.
- Takes ownership of receiving/storing and rotating the non-perishable food items.
- Quickly shifts roles to provide hands-on assistance to team members with meal preparation, packing, and sanitation as needed.
- Communicates and collaborates with fellow kitchen team members to contribute to efficient kitchen operation and a positive work environment.
- Actively looks for ways to reduce costs and waste, improve processes, and share ideas with the team.
- Serves as a positive spokesperson for the agency on and off the job.
- Provides staff support to agency-wide initiatives or projects as requested by the supervisor or Executive Director (ED)
- Reports any violations of policies, unethical behaviors, and/or misuse of equipment to the Head Cook, Kitchen Manager or ED.
- Performs all other duties as requested by the Head Cook/Kitchen Manager

To perform this job successfully, an individual must demonstrate the following competencies.

Education and/or Experience –High School Diploma or equivalency required and experience working in a high-volume kitchen. Ability to read and follow written instructions and must be able to stand for extended periods and move objects of up to 25 pounds.

Interested Applicants may submit a resume to ccollins@lifepathny.org, visit lifepathny.org/employment, or call 518-465-3322 to obtain an application.

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