

DELAWARE RIVER AND BAY AUTHORITY

Department: Food Service
Class Title: Casual Cook
Status: Casual (Limited to maximum of 1000 hours per calendar year)

Reports To: Food Service Supervisor
Location: Delaware Memorial Bridge Café

I. POSITION SUMMARY

Performs all food service activities required in the operation of the Delaware Memorial Bridge Café. Work consists of food preparation and assisting with menu planning and ordering of supplies for the kitchen. Responsible for preparation of menu items for the Café. Responsible for quality control and proper presentation of food items. This employee must be familiar with and comply with Delaware State Board of Health Regulations regarding employee health, cleanliness, clothing and practices, as well as food care. In the absence of the Food Service Supervisor or Chef Manager, the Cook is accountable and responsible for all back of the house operations. This individual is also responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares menu items according to Food Service menu specifications
- Assists with planning and ordering of food products
- Provides information to the Food Service Supervisor for an accurate inventory record
- Assists with all catered functions and special events
- Practices proper safety and sanitary procedures
- Maintains the cleanliness of work area including worktables, equipment and floor
- Will be required to work at other stations as needed
- Provide effective leadership to assigned personnel; responsible for training personnel as assigned by Food Service Supervisor
- Position is a working cook position and may also require assistance in the areas cashier, utility, and general preparation as assigned by Food Service Supervisor or Chef Manager

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and follow recipes and convert recipes according to usage
- Ability to understand and communicate oral instructions and written directions

- Physical – ability to stand, bend and kneel for extended periods and ability to lift heavy items up to 50 lbs.
- Ability to read and understand MSDS sheets
- Ability to operate all kitchen equipment
- Ability to operate P.O.S. system will be required

IV. REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or GED or appropriate equivalent experience
- Three years experience as a cook (five years preferred)
- Culinary training (preferred)

V. LICENSES, REGISTRATIONS, AND CERTIFICATES

- Valid driver's license
- Safety and Sanitation Certificate (required within three years of service)
- Food Protection Certificate (required within two years of service)

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation (criminal and driving history)
- Required to conform to established dress code while on duty
- Must be willing and available for duty at such hours as required in order to maintain continuous operation of this facility

July 24, 2009