



1428 Broad Street • Selma, AL 36701  
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## **Bosco Nutrition Center**

### **Cook Job Description**

**Overview:** The cook under the direction of the Director of The Bosco Nutrition Center will prepare and serve nutritious meals for clients and see to the efficient operation of the dining facility.

#### **Essential Functions**

- Follow USDA regulations, State and local health department, and OSHA standards.
- Ensure food preparation areas and equipment are sanitized and orderly.
- Prepare hot and cold foods: broiling, baking, frying, and roasting of meats and vegetables in accordance with established recipes.
- Prepare ingredients for the shift.
- Serve prepared meals to clients in a fast-paced environment.
- Store food properly.
- Exercise the use of cost efficiency with all food and non-food supplies.
- Foster a “team work” atmosphere among employees.
- Communicate with the Director of the Bosco Nutrition Center regarding special events, and operations of the facility.
- Physically bend, lift, kneel and work with thirty 30 pounds minimum: able to handle hot/cold food items packaged in individual containers: load into ovens after being placed on racks.
- Physically handle commercial and non-commercial kitchen equipment upon training.
- Work with industrial cleaning products and follow correct MSDS procedures.
- Stand for long periods of time up to four hours.
- Have working knowledge of equipment used in everyday work activities.
- Maintain and demonstrate a positive attitude, establish good working relations with fellow employees.
- Adhere to The Fathers of Saint Edmund, Southern Mission, Inc.’s policies and procedures
- All other duties necessary for the proper functioning of the Center.

This job description outlines the general nature of the work to be performed by employees in this position. These foregoing are not intended to be an all-inclusive list of responsibilities, duties and skills for this position

#### **Supervisory Responsibility**

None.

**Work Environment**

Work is regularly performed in a kitchen and dining facility that exposes one to heat, odors, and noise.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and lift heavy objects.

**Position Type/Expected Hours of Work**

Standard days of work are Monday through Sunday, per weekly schedule set by the Director.

**Required Education and Experience**

High school diploma or GED and 4-5 years cooking experience.

Current ServSafe Certification is a plus. If not certified ServSafe training will be offered to the successful candidate after hiring to achieve certification.

A valid driver's license is required.

Please submit your application and resume via our website at [www.edmunditemissions.org](http://www.edmunditemissions.org) or submit a hardcopy at 1002 Minter Avenue, Selma AL 36701.