

## **JOB DESCRIPTION**

**TITLE:** Salad Cook **DEPARTMENT:** Dining Services

**REPORTS TO:** Executive Chef **GRADE:** 3 **DATE:** 02/03

### **JOB SUMMARY:**

The Salad Cook is responsible for all cold food preparation, dessert serving, and setting up all foods on buffets and in employee dining area. The Salad Cook maintains hot and cold food on buffets, uses safe food handling practices and maintains all food storage and sanitation standards. The Salad Cook follows all production sheets and reviews production needs for the following day. Possible cash handling duties are included.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
(other duties may be assigned.)

Reviews daily menu/work assignments with cook-in-charge at beginning of shift.

Prepares and portions all cold food as assigned.

Sets up and maintains all assigned food serving stations.

Organizes work load to ensure food is ready as scheduled.

Stores all foods properly, covered, labeled and dated.

Monitors and reports any safety, sanitation, or food handling concerns to supervisor immediately.

Cleans and sanitizes all work areas and equipment throughout shift.

Follows and completes all duties on daily sanitation and cleaning schedules as assigned or required.

Complies with established uniform standards and practices good personal hygiene.

Tastes all food prepared, consults with cook in charge regarding finished product.

Complies with all department and facility policies and procedures.

Attends all mandatory meetings and in-services.

Interacts with residents and co-workers in a positive manner.

Works as a member of a team.

Gets along with co-workers.

Contributes to a positive, healthy and safe work environment.  
Accepts change in a positive manner.

Functions under intense time pressure.

Performs any other relative, relevant duties as assigned.

**EQUIPMENT USED:**

Various food preparation equipment.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Minimum of one year experience in a production kitchen.

**LANGUAGE SKILLS:** Good communication skills.  
Must be able to follow oral and written instructions.

**MATHEMATICAL SKILLS:** Basic mathematical skills required to follow Recipes. Ability to receive and exchange money.

**REASONING ABILITY:** Must be able to understand and comply with sanitation and safe food handling standards.

**OTHER SKILLS and ABILITIES:** Creative food presentation ability preferred.  
Utilizes time productively.  
Possesses excellent interpersonal skills.  
Ability to think quickly and act appropriately in emergency situations.

**PHYSICAL DEMANDS:** Job is moderately demanding. Requires standing, walking, talking, listening, grasping, reaching, tasting, smelling, and lifting up to 50 lbs.

**WORK ENVIRONMENT:** Busy production kitchen. Moderate noise levels. Exposure to hot and cold temperatures.

**NUMBER OF PEOPLE SUPERVISED** (Under regular control): None.



## JOB ANALYSIS

Department: Production Job Title: Salad Cook

Prepared By: Zachary Zeigler Date: 5/14/04

This job analysis is to assist in proper job placement. Place an "X" in each of the appropriate boxes to describe the extent of the specific activity the employee's job requires.

MATERIAL HANDLING ACTIVITIES	Maximum pounds required	Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Lifting	<b>25</b>		<b>X</b>			
FLOOR TO KNUCKLE	<b>25</b>		<b>X</b>			
KNUCKLE TO SHOULDER	<b>20</b>		<b>X</b>			
SHOULDER TO OVERHEAD	<b>0</b>	<b>X</b>				
Carrying	<b>20</b>			<b>X</b>		

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Bending / Stooping				<b>X</b>		
Squatting / Crouching			<b>X</b>			
Kneeling			<b>X</b>			
Climbing / Stairs			<b>X</b>			
Pushing / Pulling				<b>X</b>		