



Exempt: Non-Exempt: Yes

Title: Line Cook/Instructor

Reports To: Catering Manager

Department: Catering

Effective Date: July 1, 2018

JOB SUMMARY

Responsible for the hands-on work associated with food preparation in conjunction with and under the guidance of the Catering Manager. Provides training in food services for adults who have developmental disabilities with an emphasis on expansion of vocational skills. Responsible for maintaining documentation of progress for individuals served.

ESSENTIAL JOB DUTIES

1. Performs daily food preparation, cooking and serving.
2. Maintains a sanitary kitchen and prepares food in accordance with state and local regulations.
3. Assists with tracking inventory.
4. Responsible for general clean-up of kitchen and serving area ensuring all areas meet public health standards. Teaches individuals served to maintain these standards within public health guidelines.
5. Assists with training individuals assigned to Catering on specific work skills and helps individuals perform these tasks in the most efficient manner.
6. Responsible for submitting timely accurate computer documentation for individuals served that meets funders' standards.
7. Must have a valid ServSafe certificate or be willing to obtain one within 90 days of hire.
8. Must be able to obtain First Aid and CPR certification through provided classes.
9. Maintains ongoing communication with Case Managers of individuals served.
10. May be responsible for catering deliveries and ensuring all items (food and otherwise) needed for the event are prepared/gathered on time and ready for delivery.
11. Performs additional related duties as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. Culinary degree or minimum of two years food-service experience.
3. Excellent communication skills and a pleasant, professional demeanor
4. Must have valid Georgia Driver's License and current insurance.

EmployAbility

JOB REQUIREMENTS

1. Ability to multi-task and to work calmly and effectively under pressure and with constant interruption.
2. Must be familiar with all food service equipment.
3. Must have excellent written, auditory, and oral communications skills.
4. Must be able to lift at least 50 lbs. and stand for long periods of time.
5. Visual acuity must be adequate to perform quality inspections of food prepared.
6. Must be available for evenings and weekends.
7. Must have basic computer knowledge and ability to use various software.

SUPERVISION OF OTHER POSITIONS

1. Will supervise individuals in Catering.
2. Also responsible for assisting with other individuals served in Training Services.

SALARY/BENEFITS

Salary is commensurate with education, qualifications, and work experience. Benefits for full-time employees include paid holidays, vacation and sick leave, and a comprehensive benefits package.

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____