



## HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive  
Hilo, Hawaii 96720-2013  
Telephone (808) 961-2681  
Fax (808) 961-2812



# Job Posting

**POSITION TITLE:** Prep Cook/Cook Helper  
**REPORTS TO:** Food Service Manager  
**FLSA:** Non-Exempt (.75 FTE)

**ACCOUNTABILITY:** Under the direction of the Food Service Manager and lead cook, this position is responsible for the preparation of all food, in accordance with the USDA School Fund Program and the Child and Adult Care Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(This position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all the responsibilities and skills required.)*

1. Follow the USDA practices and procedures in the preparation of meals.
2. Follows menu and daily production sheets ensuring inventory and pulls.
3. Preps and assists Cook with all meals.
4. Ensure meals are prepared in a timely manner for service and delivery to all contracted sites.
5. Delivers meals safely to all contracted sites when needed.
6. Checks daily inventory and ensure food, drink, and kitchen supplies have been ordered or are on-hand.
7. Keeps all equipment, storage rooms, walk-in freezer organized, clean and safe.
8. Assist in daily cleanliness of kitchen/dining room, i.e., sweep/mop, trash removal and as situation dictates.
9. Ensures that all health and safety codes are being followed.
10. May be temporarily assigned to an equal or higher position in HCEOC as needed.
11. Establish and maintain effective and professional working relationships with HCEOC employees and contract agents.
12. Performs other duties as directed by the Cook or Food Service Manager.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- A culinary degree and/or 3 years experience in a commercial kitchen.
- Ability to cook for approximately 800-900 daily.
- Supervisory skills.
- Ability to use a ten key adding machine.
- Must have a current Food safety Certification.
- Must have a current TB certificate.
- Ability to work effectively as a team member of the HCEOC.

### **MINIMUM QUALIFICATIONS:**

- Culinary degree and/ or equivalent combination of education and 3 years experience that demonstrates the knowledge, skills and ability to perform the essential functions of the job.
- Experience in quantity food production.
- Must possess a valid driver's license with no restrictions or serious violations and submit renewal upon expiring periodically.
- Provide a driving abstract prior to hire and updated annually.

If you are interested in applying for this position, please submit your resume and letter of interest to Human Resources, H.C.E.O.C., 47 Rainbow Drive, Hilo Hawaii 96720, or by email to [hceochrclerk@hceoc.net](mailto:hceochrclerk@hceoc.net)

**Closing date for this recruitment will be December 11, 2017 at 12:00 noon**



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