



## HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

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



### JOB POSTING

<b>Position title:</b>	Cook
<b>Reports to:</b>	Food Service Manager
<b>Job location:</b>	Saint Joseph School Cafeteria/Kitchen
<b>FSLA:</b>	Non-exempt

**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. Follows the NSLP/USDA practices and procedures in the preparation of meals.
2. Follows menu and daily production sheets ensuring inventory and pulls. Preps and cooks all meals.
3. Ensures that staff is following menus and daily production sheets in the preparation, cooking and serving of 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. Places all orders in the absence of the Food Service Manager.
7. Maintains all records in the absence of the Food Service Manager or as requested.
8. Keeps all equipment, storage rooms, walk in and freezer organized, clean and safe.
9. Assist in daily cleanliness of kitchen/dining room. i.e., washing of dishes, pots and pans, sweep/mop, trash removal and as situation dictates.
10. Ensures that all health and safety codes are being followed.
11. May be temporarily assigned to an equal or higher position in HCEOC as needed.
12. Establish and maintain effective and professional working relationships with HCEOC employees and contract agents.
13. Performs other duties as directed by the 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 people 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, at HCEOC, 47 Rainbow Drive, Hilo, HI. 96720 or by email to [hceochrclerk@hceoc.net](mailto:hceochrclerk@hceoc.net).

**Closing date for this recruitment will be December 7, 2018, at 12:00 noon.**

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