

Position: Meals on Wheels Prep Cook

Reports to: Food Services Manager

Classification: Non-exempt, Full-time (30 hours per week)

General Position Summary: The Prep Cook will work in the Meals on Wheels Central Kitchen under the direction of the Kitchen Manager. The Prep Cook will be an important member of the Meals on Wheels team, ensuring high quality food production for service to local seniors.

Essential Functions:

- Work with the kitchen team to prepare food, including tasks such as chopping, mixing, baking, cleaning, dishwashing, and other functions of food service.
- Ensure that food quality, portion control, safety, sanitation, and health standards are maintained.
- Complete and maintain accurate and timely documentation such as food temperature logs and maintenance checklists.
- Assist with routine cleaning and sanitation of kitchen facility and equipment at the Central Kitchen.
- Drive Meals on Wheels transport vans to deliver food to meals sites when needed.
- Attend meetings and trainings as required.
- Maintain confidentiality of all clients, staff, and business-related information.
- Provide the highest standards of customer service at all times.
- Professionally represent Meals on Wheels at all times.
- Other duties as required or assigned.

Job Skills

- Ability to work independently and as a team member in the daily operations of the kitchen.
- Ability to understand and follow directions.
- Ability to exercise good judgment and decision-making, including calm & appropriate response to on-the-job situations, including emergencies.
- Ability to operate or learn to operate kitchen equipment.
- Good interpersonal and communication skills including the ability to listen and communicate effectively.
- Work habits that include regular scheduled attendance, punctuality, teamwork, initiative, flexibility, courtesy, dependability, and professionalism.
- Ability to demonstrate respect and sensitivity to the needs of individuals regardless of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, political ideology, or the presence of any sensory, mental, or physical handicap.
- Ability to multi-task in a fast-paced work environment.

Working Conditions:

- This position requires physical effort which may involve: constant standing and walking, pushing/pulling, frequent bending and twisting at the waist, reaching above shoulder, occasional kneeling/squatting, and frequent lifting and carrying up to 25 pounds, occasionally up to 40 pounds.
- Primary location will be at Meals on Wheels Central Kitchen in Richland.
- Typical work schedule will include daytime hours, Monday through Friday, with infrequent evenings and weekends.

Education/Experience:

- Required to be at least 18 years of age with a High School Diploma or equivalent.
- Preferred food services experience with a thorough knowledge of food preparation, operation of food service equipment, and maintaining health and sanitation standards.
- Required valid Washington State Food Handler’s Card or the ability to obtain within 14 days of employment

Contingency of Employment:

- Acceptable criminal history background check
- Compliance with Chapter 246-215 WAC, Subpart B, “Employee Health”

Employee Acknowledgement

I have received, reviewed and fully understand the job description of the Prep Cook. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee’s Signature _____ Date _____

Supervisor’s Signature _____ Date _____