

# Job Description Form

Job Title	Date
Head Cook	04/01/2020

Department/Business Unit	Supervisor
Falls City Housing Authority	Executive Director

Purpose of Job (how it contributes to department's objectives)

Coordinate kitchen operations and prepare meals up to standards and expectations.

Responsibilities (list five to eight major functions and accountabilities)

- Prepare meals up to standards and expectations
- Effectively communicate with management and staff
- Complete calculation of monthly meal count
- Maintain cleanliness of the entire kitchen and equipment
- Supervise kitchen aides and volunteers

Job Qualifications (list the minimum education, formal training, skills and experience required)

- Completion of high school diploma or the equivalent such as the GED
- Must be at least 18 years of age
- Complete a criminal background check
- Constantly works indoors
- Constantly position oneself to move about the kitchen and dining spaces to prepare and serve meals
- Frequently moves items up to 25 pounds
- Ability to communicate with residents and co-workers in a friendly and congenial manner
- Willingness to learn and grow with a positive outlook
- A passion for helping others and a drive to provide exceptional services

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

Created by: Anthony Nussbaum  
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 Board of Commissioners Approval on: