



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position: *Way Station Line/Prep Cook*

Reports to	Kitchen Manager
Minimum Requirements	H.S. Diploma or equivalent; two years related cooking and/or food preparation experience; Valid Alabama driver's license, reliable transportation, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Culinary or nutritional education; Knowledge of nutritional needs of individuals with various health conditions; Experience working in a resident facility setting.
Overall Mission	To prepare quality meals that support the nutritional needs of clients in AIDS Alabama's supportive programs while maintaining a clean kitchen and protecting food cost.

Areas of Responsibility

1. Prepares and cooks quality meals for consumers, under the direction of the Kitchen Manager, that meet nutritional and quality standards for agency consumers in a residential setting;
2. Cleans as directed and maintains the organization of the kitchen, including proper food storage;
3. Assists the Kitchen Manager in the overall operations of the food service program including food purchasing, selection and planning of menus, and maintenance of health, safety and sanitation levels;
4. Maintains standards for prompt, courteous service;
5. Ensures quality standards in presentation and service of food;
6. Assists the Kitchen Manager reviewing consumers' meal evaluations and making changes as necessary;
7. Ensures proper storage and handling of chemicals and cleaning supplies;
8. Maintains an effective insect and rodent control system;
9. Assists in establishing safety standards and rules;
10. Assists in monitoring food service program compliance with health and safety rules established by federal (OSHA), as well as state and local agencies;
11. Maintains a system of waste disposal;
12. Maintains safety requirements and standards for selection and use of food service equipment;
13. Assists in maintenance and repair of food and safety equipment including fire extinguishers and ventilation hood;
14. Closely follows procedures to ensure appropriate temperatures of foods during preparation, transportation and service;
15. Maintains procedures for portion control;
16. Maintains procedures for standardization of recipes and ensures execution of menus;
17. Must achieve and maintain ServSafe certification;
18. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time and occasionally include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting.

3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STI's), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

Overall Expectation

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer

Employee's signature

Date

Human Resources signature

Date