Meals on Wheels Prep Cook

Temporary – anticipated end date 3/31/2020
$15.00/hour
10-15 hours per week (specific schedule to be determined, may vary)

Application deadline: Dec. 18, 2020
See instructions on how to apply at the end of this announcement.

Position Overview

Marion Polk Food Share is the regional food bank serving Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is **to bring people together to end hunger and its root causes.**

At the Food Share, our commitment is to:
- Treat all people as our neighbor
- Encourage creativity and be willing to take risks
- Listen first and seek to understand
- Focus on shared goals
- Celebrate diversity, ensure dignity and act equitably

Statement of Purpose: To engage the community in addressing food insecurity through participation in food drives with a diverse collection of community members.

Summary of Role: Assists in the preparation of meals by preparing ingredients for use in meals, maintaining a sanitary work environment and adhering to food industry best practices.

Core Areas of Responsibility

- Prepares ingredients for use in meals
- Maintains compliance with food industry safety standards
- This position has no supervisory responsibilities but may provide leadership, guidance and training to volunteers.
Areas of Responsibility, Evaluation and Essential Functions:

- **Prepares ingredients for use in meals.**
  - Measures ingredients and prepares them in accordance to chef's specifications
  - Washes, chops and peels ingredients for use in meals
  - Portions the food and prepares the dishes for plating
  - Places food trays under food warmers
  - Keeps track of ingredient quantities and ensures there are always enough for the day/week's menus
  - Assists in control of inventory and supplies

- **Maintains compliance with food industry safety standards.**
  - Cleans and sanitizes the working surfaces, tools, utensils and working areas
  - Checks the food for proper temperatures
  - Responsible for compliance with industry food safety standards
  - Ensures food and leftovers are stored and dated properly
  - Other duties as assigned

**Education and/or Experience; Certificates /Licenses/Registrations:**

- Prior experience cooking in a commercial kitchen environment preferred
- Must maintain a current Food Handlers Card
- Experienced in upholding safe working conditions
- Must pass pre-employment drug screening that excludes THC.
- Must submit to full background check, including driving record check. Depending on the position sought, a criminal conviction or arrest record does not automatically bar employment with the Food Share.

**Necessary Knowledge, Skills and Abilities:**

- Proficiency with a wide variety of kitchen equipment, tools and utensils
- Ability to understand and carry out detailed written and/or verbal instructions independently
- Familiar with the food industry's best practices
- Knowledge of food safety and safe handling practices
- Able to work well in a team environment and take direction
- Self-motivated and organized
- Committed to quality service
- Good math and written communication skills
Job Conditions:
Work is typically performed in dining room and kitchen environments and at other locations inside and outside of Meals on Wheels and Marion Polk Food Share. Must have good balance and be comfortable standing for 2-3 hours. Will regularly negotiate slippery surfaces and busy workstations. Will regularly move, lift and carry objects in excess of 30 pounds. During deliveries, work is subject to varying indoor and outdoor temperatures and road and walkway surfaces in all seasons. May work or travel out of the local area and work outside normal working hours, such and evenings and weekends, on occasion. Work in excess of scheduled hours per week during peak business periods may be required.

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<thead>
<tr>
<th>Title</th>
<th>MOW Prep Cook</th>
<th>Department</th>
<th>Operations</th>
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<tbody>
<tr>
<td>FLSA</td>
<td>☐ Exempt</td>
<td>☒ Non Exempt</td>
<td>Starting Salary Range $15.00</td>
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<td>Status</td>
<td>☐ Full Time</td>
<td>☒ Part Time</td>
<td>Hours Per Week 15</td>
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<td>Reports to</td>
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<td>Date of Last Revision 12/04/2020</td>
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<td>Alternate Title(s)</td>
<td>Grade</td>
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HR Signature

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.

How to Apply
Please submit Marion Polk Food Share application and cover letter to apply. The Food Share application is available on our website at: https://marionpolkfoodshare.org/about/careers/. Email materials to careers@marionpolkfoodshare.org.