



Jewish Community Center of Dallas
JOB DESCRIPTION
October 2017

JOB TITLE: Head Cook

REPORTS TO: Senior Adult Food Services Coordinator

OVERVIEW: The Head Cook position provides complete support, management and oversight of the Senior Kosher Meal Program contracted by Dallas Area Agency on Aging. This position is classified as Exempt and comes with a benefits package. The Jewish Community Center is an EOE (equal opportunity employer).

RESPONSIBILITIES:

- Assists with the creation of menus, purchasing, preparing and storing food according to the Standards for Nutrition Sites.
- Complies with all health rules and food standards set for kitchen.
- Complies with rules of Kashrut in preparing meals.
- Prepares food according to prescribed recipes.
- Supervises and coordinates activities of assistant cooks engaged in food preparation. Instructs them in preparation, cooking, garnishing, and presentation of food.
- Collaborates with Food Service Supervisor and senior advisory committee to plan and develop recipes and menus.
- Keeps Registered Food Service Manager's certificate current.
- Perform other duties as assigned by supervisor(s).

CATERING

- Develops, markets and manages JCC catering to include but not limited to: Shabbat Dinners to go, JCC meetings & events, outside agency meetings & events, weekly to go items.

EDUCATION/EXPERIENCE/REQUIREMENTS:

- College degree in related field preferred
- Supervisory experience is strongly preferred
- Ability to lift up to 50 lbs. and carry items while walking
- Ability to stand for extended periods of time
- Demonstrates an energetic and positive attitude
- Be dependable and have excellent communication skills
- Professional in appearance, manner and tone
- Possess an attitude that makes for harmonious cooperation with customers, administration, and kitchen staff
- A team player who possesses the ability to work in a team environment

It is expected that the Head Cook will be a team player as part of the JCC Professional Staff. He/she is expected to be aware of the JCC Mission Statement and work within the frameworks of that mission. Responsibilities of the job may be changed as the needs of the JCC and/or community change.

By signing and acknowledging this Job Description, I verify that I understand all my duties, that I am physically able to perform all these duties and that I understand that unsatisfactory performance may lead to termination of employment.

Employees Name: _____ Signature: _____ Date: _____

Supervisors Name: _____ Signature: _____ Date: _____