

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Cook's Helper

JOB CODE : 030416, 030474

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists the Chef, Second Cook, Fry Cook, and/or Dinner Cook in preparation, seasoning, and cooking of soups, meats, vegetables, desserts, and other foodstuffs for consumption in restaurants.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Learns to read menu to estimate food requirements and orders food from supplier or procures it from storage;
2. Takes instruction in and learns to adjust thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
3. Assists in measuring and mixing ingredients according to recipe, using variety of kitchen utensils and equipment such as blenders, mixers, grinders, slicers, and tenderizers to prepare soups, salads, gravies, desserts, sauces, and casseroles;
4. Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods under guidance;
5. Adds seasoning to food during mixing or cooking according to instructions from others;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
7. Carves meat; portions food on serving plates; and adds gravies and sauces and garnishes servings to fill orders as directed;
8. May wash, peel, cut and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as course of instruction permits;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50-pound loaded trays/supplies;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Cook's Helper

3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes, and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as cook's helper or one year as dessert, pantry helper, dish-up, service attendant, or butcher.

OTHER SPECIAL QUALIFICATIONS

None.