

WELD FOOD BANK
JOB DESCRIPTION

Job Title: Program Cook

Reports to: Kitchen Manager

Summary: Prepare food for Weld Food Bank programs according to industry standards for proper product handling, storage, and sanitation.

Duties and Responsibilities:

1. Ensures safe food handling procedures are followed at all times.
2. Comply with all Weld Food Bank, Feeding America, and AIB food safety standards.
3. Cleans kitchen following use.
4. Follows procedures set by Weld Food Bank in the use of the kitchen facilities.
5. Examines food and supplies to ensure quality and quantity meets specifications.
6. Documents food used, temperature readings, and recipes according to set procedures.
7. Maintain accurate inventory of program food and supplies.
8. Promotes the mission of Weld Food Bank in all dealings with the public.
9. Foster a team effort and work with staff and volunteers to promote a clean, safe, and positive work environment.
10. Other duties as assigned.

Qualifications:

Prior cooking experience needed. Large group cooking experience preferred. Must be able to lift 40 pounds and demonstrate basic communication, problem-solving, and culinary math skills and tactful and diplomatic manner in dealing with people.

Revised: April 2024