

Job Announcement

Date: March 18, 2021

Position: LEAD COOK

Department: CAP Catering Services

Status: Full time/Temporary

This is a work experience position, with the assignment lasting until December 31, 2021. Income eligibility required.

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

- Lead cook needs to be well versed in food safety and proper handling procedures.
- Prepares food as assigned in accordance with Federal, State, and local guidelines
- Prepares meals in a timely manner for the hot meals program and meet daily timelines
- Responsible for inspecting dates on all food items before use or serving.
- Responsible for insuring food items are served at the correct temperatures and ensure temperatures are recorded.
- Completes or assists in the completion of required documentation, i.e. temperature charts, production sheets and more
- Observes FIFO (First In, First Out) procedures in the kitchen; Making sure all food prepared for the day strictly follows prescribed rotation schedule to ensure maximum flavor and quality.
- Prepares foods for dietary requirements as requested
- Reads menus and follows accurately
- Sign, create and submit menus for special events both large and small, and organize all items needed for delivery and meal preparation.
- Finalize menu items and head counts before the event to guarantee your team is prepared for the job.
- Transport food and other items needed to serve food during an event to ensure that all catering jobs move smoothly and efficiently.
- Maintains a sanitary and pleasant atmosphere in the kitchen. Cleans and sanitizes stove, refrigerator, cabinets, table and sink daily. Cleans floors daily as requested
- Washes dishes in sanitary manner
- Must be able to adapt to a constant changing environment
- Meets with Kitchen Supervisor or Manager as needed
- Attends all in-service training workshops as requested by Management
- Willingly acting as part of Kitchen team, lending a helping hand where and when, as needed
- Directs activities of Cooks, Assistant Cooks, and Kitchen Aids/Dishwashers



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a high school diploma or GED
- Commercial cooking experience required
- Two years' experience in related field
- Culinary Arts degree preferred
- Must have Food Service Sanitation License or obtain one within 30 days of starting date
- Must be to work in a standing position for several hours at a time
- Must be a team player willing to help where needed
- Ability to communicate with customers and staff
- Must have history of punctuality and neatness
- Willingness to travel to different places for events
- Must be able to lift up to 25 pounds.

HOW TO APPLY

Internal Applicants:

Complete and submit internal employment application with current resume.

External applicants:

Complete and submit an Application for Employment along with a current resume via:

- Email: hr.request@caplakecounty.org. Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html

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