

Job Announcement

Date: April 26, 2021

Position: PREP COOK/KITCHEN AIDE

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.

PURPOSE:

To prepare food ingredients by washing, peeling, slicing, trimming, chopping a variety of ingredients. Ensure ingredients are stored and rotates effectively to optimize freshness.

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

- Assist with preparing ingredients following recipes and guidelines.
- Assist with preparing workstation with required ingredients and equipment, and keeping station sanitary and organized throughout shift.
- Working effectively with kitchen team, and complying with company procedures and food safety policies.
- Ensuring ingredients are tagged, date-labeled, covered, stored and rotated effectively.
- Overseeing food levels and restocking items on line.
- Keeping utensils and equipment clean and sanitary.
- Removing trash and cleaning storage bins.
- Other basic cooking responsibilities,

ESSENTIAL DUTIES:

- Assist in inventory of all food and other supplies at all sites
- Assist with safe transportation of all food and food related supplies
- Clean and sanitize food and all other storage areas daily
- Sanitizes food transportation containers daily
- Ensure the dishwasher machine and is always clean and ready to use
- Rinse all dishes before places them in the dishwasher
- Monitor the dishwasher machine chemical levels
- Monitor dishwasher temperatures and complete required documentation, i.e. temperature charts
- Wash dishes in a sanitary manner
- Must be a team player and help when needed
- Assist with food preparation
- Assist in receiving and checking all food and other orders for accuracy according to established procedures as needed.

QUALIFICATIONS:

- Excellent knowledge of food sanitation and safety.
- Good knowledge of health department standards and food safety
- Knowledge of proper food storage, food spoilage and controlling food borne-illnesses.
- Must be able to work in a standing position for several hours at a time



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- Must be a team player willing to help where needed
- Willingness to travel to different places for catered events
- Kitchen experience preferred
- Must be able to move, lift, carry, push, pull, and place objects weighing less or equal to 50 pounds without assistance.

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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