



# Job Posting

**Date:** May 1, 2025

**Position:** COOK Apprentice

**Department:** CAP Culinary Arts

**Location:** 1906 Sherman Ave. North Chicago, IL 60064

**Schedule:** Mon-Thurs with occasional weekend events

**Status:** Part-time, Full time

**At the conclusion of the Program, candidates will be proficient in:**

- Food safety and proper handling procedures.
- Food prep as assigned in accordance with Federal, State, and local guidelines.
- Preparation of meals in a timely manner for the hot meals program and meet daily timelines
- Inspecting dates on all food items before use or serving.
- Ensuring food items are served at the correct temperatures and that temperatures are recorded.
- Completion of required documentation, i.e. temperature charts, production sheets and more.
- 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.
- Preparing foods for dietary requirements as requested.
- Reading menus and following them accurately.
- Creating and submitting menus for special events both large and small; and organizing all items needed for delivery and meal preparation.
- Finalizing menu items and head counts before the event to guarantee you are prepared for the job.
- Transporting food and other items needed to serve food during an event to ensure that all catering jobs move smoothly and efficiently.
- Maintaining a sanitary and pleasant atmosphere in the kitchen. (Cleaning and sanitizing stove, refrigerator, cabinets, table and sink daily. Cleaning floors daily as requested.)
- Washing dishes in sanitary manner.
- Attending all in-service training workshops as requested by Management.
- Acting as part of Kitchen team, lending a helping hand where and when, as needed.

**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
- Must be able to adapt to a constant changing environment
- Must be able 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
- Able to travel to different places for events
- Must be able to lift up to 25 pounds.

# Internal Job Posting

Send current resume to: [mary.lockhartwhite@caplakecounty](mailto:mary.lockhartwhite@caplakecounty)

## 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](mailto: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](http://caplakecounty.org/careers.html)

**Equal Opportunity Employer**