



Job Title: Line Cook	Employment Status: Full-time
Department: Bean's Cafe	FLSA Status: Non - Exempt
Reports to: Kitchen Supervisor	Location: Anchorage, AK

Position Summary:

Under the direction of the Kitchen Supervisor, the Line Cook is responsible for ensuring the site food program, including hygiene, meal prep, meal service, and record keeping are adhered to as set by the USDA and Bean's Cafe, and all public health regulations regarding food storage, preparation and service are followed.

Duties & Responsibilities

- Must maintain loyalty to the organization, its beliefs, values, mission, vision and expectations.
- Prepares nutritious meals according to set guidelines, meal patterns and production cooking.
- Responsible for ensuring tasks are completed in order to have successful meal prep and service.
- Practices safe food handling techniques in food preparation, storage and service.
- Maintains a safe and sanitary kitchen, pantry and storage area at all times.
- Keeps accurate meal production records daily, weekly and monthly.
- Washes items and utensils used for food preparation in accordance with all applicable safe practices and procedures.
- Able and willing to perform other related work as required
- And, other duties as assigned, including but not limited to: assisting with The Children's Lunchbox kitchen operations, meal service, and catering.

Skills & Abilities Required:

- Minimum 3 months cooking experience required (fast food experience acceptable).
- One year's experience in institutional or large quantity food preparation preferred.
- Must be able to work well with volunteers of all ages, including children when appropriate.
- Must have (or be able to obtain within 4 weeks of employment) ServSafe certification.(Alaska preferred)
- Demonstrates knowledge of safe food handling techniques in food preparation and storage.
- Ability to be trained, execute and meet program requirements and expectations; including but not limited to grants and USDA programs.
- Ability to serve meal at a set time daily (or as needed)
- Ability to prepare meals for delivery at a set time daily (or as needed)
- Ability to follow USDA approved standardized recipes when needed
- Ability to work cooperatively with staff, students and volunteers, while maintaining a positive attitude.
- Demonstrated ability to count, track and record meal information as required
- Demonstrated ability to keep all work areas clean and safe from hazards.
- Ability to work as a team player and willing to take direction.
- Ability to work with a diverse population including, but not limited to: underprivileged adults, mental health issues, substance abuse issues, and domestic abuse issues





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- Demonstrates the ability to make reasonable and sound decisions.
- Demonstrates the ability to maintain a high degree of professional conduct at all times.
- Able to work with minimal supervision.
- Ability to prioritize, problem solve and resolve day-to-day issues as they arise so meals are served at a set time daily or ready for delivery.
- Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 25 pounds unassisted regularly) bending, standing, climbing or walking.
- Must show high level of initiative, be a self-starter.
- Must have valid driver's license and clean driving record for the past seven years
- Must pass a criminal background check.

Core Competencies:

- Ability to work with all ethnic and cultural backgrounds;
- Must be able to work independently with minimal supervision;
- Work well in a fast-paced environment;
- Must be able to give and follow instructions;
- Must be a productive worker that is reliable and punctual;
- And, must be able to work safely without endangering self or others.

Physical demands:

- Must be able to lift up to 50 pounds from the ground up;
- Must be able to climb stairs;
- Must be able to stand for long periods of time without needing assistance;
- Must have manual dexterity sufficient to use hand and kitchen tools, office supplies, lift, etc.

Work environment: Bean's Café, Inc. has various sites throughout Anchorage. The Children's Lunchbox is a program of Bean's Café and serves meals to children in safe community setting.

NOTE: Any description of work is an assessment of the major responsibilities of the position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Bean's Cafe, Inc. is an **Equal Opportunity Employer** as well as an **At-Will Employer**.

I acknowledge I have reviewed the Line Cook Job Description, and understand the position requirements, responsibilities, duties, skills, abilities, core competencies, physical demands and work environment(s). I understand that if I have questions in regards to this job description, I should direct them to my Manager or Deputy Director for further clarification.

Employee Name: _____

Employee Signature: _____

Date: _____



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