



FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South
Batesville, MS 38606
Telephone: 662.563.4656
Facsimile: 662.563.1644
Toll Free: 800.733.5627

Cook

Department: Food Services
Classification: **Non-Exempt**
Status: **Full-Time**

Reports To: Food Services Supervisor
Dates of 1st Posting: 12/19/2024 – 12/26/2024
Salary: **Contact Human Resources**

GENERAL FUNCTIONS:

Responsible for preparing center meals, establishing menu and determining quantities of food.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or GED.

Experience: 2 years of work related experience in a cafeteria/food service setting.

Days/Hours: 40 hours per week/ 5 day a week

JOB DESCRIPTION:

Prepares quantities of food according to the menu and number of students/employees, in accordance with local, state, and national food safety regulations.

Ensures proper set up of food items on the serving lines as directed by the Senior Cook.

Assists in serving meals.

Adheres to all state guidelines concerning food safety and proper food handling procedures, and cleans assigned areas.

Sets up and helps serve food items on the serving lines.

Responsible for daily production sheets for food preparation, pull sheets, and inventory control.

Maintains inventory of foodstuffs and requests additional food as necessary.

Assists in cleaning and maintaining kitchen and dining areas.

Reports unsafe or unsanitary conditions in the kitchen/dining area.

Insures leftover foods are properly covered and stored.

Supervises and assists culinary arts and work-based learning students in proper food preparation and storage. Directs work of students who are assigned to serving line.

Maintain daily record of temperature (HACCP).

LICENSE OR CERTIFICATIONS:

A valid Regular Driver License is required.

Must be ServSafe certified or have ability to become ServSafe certified.



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Interested applicants may forward a resume and appropriate credentials to:

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Finch-Henry Job Corps Center
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