

South Texas College

Job Announcement 2019-5033

Title: Cook I (Part-time Temporary)
Department: Food Service
Reports to: Director of Food Services
Campus: Mid-Valley

Pay Grade: Part-time
Salary Range: Minimum \$8.00/Hour
FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Cook prepares food for consumption in school cafeteria. Responsible for setting up workstation and ensuring all utensils and materials are clean and ready for use.

Specific Duties and Responsibilities

Essential Functions:

1. Cooks food in production quantities.
2. Stores received inventory.
3. Gathers ingredients.
4. Weigh and measure both liquid and dry ingredients.
5. Operates standard food service kitchen equipment.
6. Cleans work area and utensils; maintains sanitation standards in accordance with the Texas Department of Health.
7. Inspects equipment for cleanliness and functional operation.
8. Uses technical cooking skill and knowledge to ensure the finished products meets culinary standards.
9. Performs cooking duties with other workers.
10. Assembles the orders that are received.
11. Follows departmental procedures.
12. Performs other duties as assigned.

Required Education and Experience

1. High School Diploma or GED required.
2. At least one (1) year of related experience, preferred.
3. Experience in large scale food production, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of culinary terminology and techniques, preferred.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.

5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
11. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
12. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Food Handler certification required or must be obtained within one (1) month of hire.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Applying pressure to an object with the fingers and palm.
9. Picking, holding, or otherwise working, primarily with the whole hand.
10. Perceiving the nature of sounds at normal speaking levels with or without correction.
11. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
12. Bending legs at knee to come to a rest on knee or knees.
13. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
14. Ability to make rational decisions through sound logic and deductive processes.
15. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
16. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

17. Extending hand(s) and arm(s) in any direction.
18. Substantial movements (motions) of the wrist, hands, and/or fingers.
19. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
20. Standing particularly for sustained periods of time.
21. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
22. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
23. Shouting in order to be heard above ambient noise level.
24. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
25. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
26. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
27. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

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