

Job Title: Training Center Cook (Part-time Position)

Classification: Class III, Non-Exempt; Non-Member

Date: 3/6/2025

Immediate Supervisor: Training Center Head of Kitchen

Purpose: Facilitate the services and programs of the Kansas City Training Center by assisting with meal preparation and kitchen maintenance.

Primary Duties and Responsibilities

- Cook: includes lunch and snack preparation for groups up to about 70; preparing foods for special diets such as gluten free, diabetic, other food allergies; setting up the buffet line; prepping freezer meals for continental breakfasts, keeping coffee and tea area stocked and running. Work with Head of Kitchen to prepare menus. Send shopping lists to Head of Kitchen.
- Kitchen: washing dishes, keeping kitchen area, counters, cabinets, fridges, freezers, floors clean and sanitary; following a seasonal rhythm of deep-cleaning of various kitchen-related spaces and appliances.
- Fill in for Head Chef when needed.
- Perform other duties as assigned or requested.

Job Qualifications

- Food service experience is preferred, but not necessary. Must enjoy cooking. We can train.
- Ability to work independently without direct guidance on recurring assigned tasks.
- Ability to establish and maintain effective working relationships with staff and guests.
- Ability to work both collaboratively and independently.
- Commitment to the highest standards of customer service and professionalism, willing to meet the challenge of guest’s dietary needs.
- Continuous learner and problem solver with a servant’s heart.

Physical Demands and Work Environment

While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate kitchen appliances and tools, clean appliances; is often required to sit, stand, walk, reach/push/pull with arms and hands, stand for hours on hard floors, is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. Must be able to lift objects up to 50 pounds and regularly lift and carry up to 35 pounds. Vision abilities required by this job include close vision. The noise level in the work environment regularly varies from quiet to noisy.

Expectations:

Employees are expected to perform all tasks with a pleasant and cooperative attitude; be respectful and supportive to those in a position of leadership; show sensitivity toward the needs and concerns of co-workers; exhibit a conduct that exemplifies honesty and integrity; practice good stewardship in the use of Avant’s supplies, equipment, material and finances; adhere to the laws of government and comply with the policies and practices of Avant.

_____	_____
Employee Signature	Date
_____	_____
Supervisor(s) Signature(s)	Date