



## **COOK - SHOREPLANT**

Location: 210 Jim Poor Ave. Cordova Alaska, 99574

Mailing Address: P.O. BOX 846 Cordova Alaska, 99574

### **Job Description**

Prepares and cooks family style meals for employees / crew by performing the following duties:

### **Essential Functions:**

1. Maintain proper food safety procedures (temperature checks, food storage techniques, safe food handling practices ;) and training of staff in proper procedures. Maintain all standards per DEC, OSHA regulations.
2. Obtain and stay current on Certified Food Protection manager card. Lead the galley staff, trains and communicates safety and cleanliness standards, trains staff in food preparation.
3. Responsible for preparation of all meals; breakfast, lunch and dinner, midnight meal when needed. While and maintaining consistent food standards and menus.
4. Prepares and oversees the preparation of foodstuffs in quantities according to menu plan and number of persons to be served.
5. Oversee the staff in the serving of meals and portion control.
6. Place weekly food & supply orders; oversee reconciliation of food orders, ensures food items are stored properly and all food safety handling standards are met; resolves discrepancies on food orders with supplier and purchasing, partners with QC personnel on audits and resolution of issues (kitchen equipment issues), liaisons with other department on an ongoing basis. To insure efficient and complete operation of galley.
7. Partner with operations leadership to coordinate the galley according to operational variances - i.e. staffing changes, production changes.
8. Directs activities of one or more workers who assist in preparing and serving meals.

### **Additional Responsibilities:**

1. Performs other similar or related duties as requested or assigned.

### **Requirements**

**Education:**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Needs appropriate food handler's permit.

**Special Training/Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. To perform this job successfully, an individual should have knowledge of email, spreadsheet software, word processing software and presentation software.

**Work Environment:** While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is frequently exposed to outside weather conditions. Hours may be irregular depending on Plant activity. Meals will include 3 meals per day occasional snacks at breaks and occasional midnight meal if processing in plant facility. Feeding crew of 15 to 25 depending on fishing season needs for crew.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision and depth perception.

**Mental Activities:** While performing the duties of this job, the employee is regularly required to use teamwork skills. The employee is frequently required to use decision making skills. The employee is occasionally required to use interpersonal, customer service, mentoring, problem analysis, and training and supervision skills. The employee will occasionally be required to exercise independent judgment, and use discretion. Must be able to get along with others as location in in a remote fish processing facility.

Northern Fish Alaska is an Equal Opportunity Employer:

Send Resume to: [HR Cordova@northernfish.com](mailto:HR Cordova@northernfish.com) headline as "Cook"