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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Position Title: Assistant Cook**

**Reports To:** Lead Cook

**Job Type:** Part-Time/Non-Exempt

**Location:** Mansfield YMCA

**POSITION SUMMARY:**

The Assistant Cook provides support to the Lead Cook. This role works under the direct supervision of the Lead Cook. In this role you will perform a variety of cooking duties, including preparing food, testing new recipes, cleaning the kitchen, plating dishes, maintaining supplies, and delivering meals. Individuals in this role should have excellent communication skills and a focus on prompt, efficient, and courteous service.

**ESSENTIAL FUNCTIONS:**

- The Assistant Cook will ensure the kitchen, including all appliances and utensils, is clean. They clean and sanitize work areas and equipment according to establishment protocol, deep-cleaning equipment and work areas as needed. During food service, the Assistant Cook is responsible for keeping the station fully stocked and in working order. They also maintain food production records, notify their supervisor when supplies are low, unpack deliveries, and restock work areas.
- The Assistant Cook is responsible for preparing ingredients prior to meal service, and assists in the preparation of breakfast, lunch and snack. They also assist the Lead Cook in cooking dishes according to set recipes.
- The Assistant Cook is also responsible for the storage of food, both incoming stock and leftovers. They often unload delivery trucks and ensure that food is stored in the appropriate conditions.

**QUALIFICATIONS:**

- The ideal candidate for this role works well with different personality types, enjoys helping others, and upholds a strong sense of cleanliness and organization.
- Communication skills – Assistant Cook interacts with many people, including the Lead Cook, YMCA staff, food vendors, and delivery people. It is important to be a strong, detailed communicator in order for meal service to run smoothly.
- Attention to detail – Assistant Cook must be able to work in high-volume, fast-paced environments. It is important to perform well under pressure and multitask while paying close attention to details.
- Training in food safety, Level 1 and/or Level 2 are required.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Must be able to commute, drive.
- While performing the duties of this job, the employee may be required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.

**How to Apply:**

Submit application to Lore Amon at 750 Scholl Road Mansfield, OH 44907 or via email at [franskitchen@mansfieldy.org](mailto:franskitchen@mansfieldy.org).