



**TURNING POINT  
POSITION DESCRIPTION**

**Updated by:** Human Resources  
April 2022

**POSITION:** Part-time Cook

**PROGRAM:** Substance Use Disorder Programs (SUD)

**POSITION PURPOSE:** The cook is responsible for preparing, producing, cooking, heating and serving meals twice a day for clients.

**REPORTING RELATIONSHIP:** The Part-time Cook reports to the Food Service Supervisor, (Operations Manager).

**ESSENTIAL FUNCTIONS:**

- Ensures timely and appropriate preparation of 2 meals each day
- Preparing ingredients for shift; washing vegetables, chopping, seasoning meat, etc.
- Cooking according to food health and safety standards
- Maintain inventory of kitchen and food supplies
- Log temperature, rotate meats and other food products
- Daily cleaning and sanitizing of kitchen and dining area
- Serve meals to clients

**Must work holidays**

**NON-ESSENTIAL FUNCTIONS:**

Part-time Cook operates with approved cycle menus as prescribed by the State of Minnesota and Turning Point.

**CONTACTS:** Internal contacts include clients and all Turning Point staff.  
External contacts include vendors.



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**POSITION:** Part-time Cook

**PROGRAM:** Chemical Dependency Programs (SUD)

**HIRING GUIDELINES:**

- High school degree or equivalent.
- ServeSafe Certification preferred
- Previous experience cooking in an institutional setting.
- Able to multitask, prioritize, and manage time efficiently.
- Able to bend, move, and lift up to 25 pounds or more.

**Pay range of \$13 – \$15.00 per hour**

**EOE/AA EMPLOYER**

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**Print Name**

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**Employee Signature**

**Date**

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**Human Resources**

**Date**