CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM

Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title:	Food Truck - Cook
Department:	Catholic Charities
Reports To (Title):	Food Truck General Manager

Work Schedule:	○ M – F Hours: _____ to _____	◉ Other: To Be Determined		
Type of Employee (Hours worked per week)	○ Regular Full Time (≥30)	◉ Regular Part Time (20-29)	○ Part Time (≤20)	○ Temporary (varies)
Percentage of Travel Required	○ 0%	○ 10%	○ 25%	◉ 50%+
Exemption status (*HR use only*)	☐ Exempt	☐ Non-exempt		

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Cook for Savor Food Truck will serve as a customer service-oriented staff member on a single unit level. The position will implement the mission of Catholic Charities while carrying out the vision of the Savor food truck. They will participate in all food production, on-truck activities, and event execution.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

- The Cook will be responsible for preparing and packaging food items to the recipe specifications, at either the commissary kitchen, on the truck, and/or at an event - Follow all recipes and procedures as deemed necessary for the proper execution and safety of a specific item - Stock shelves, coolers, and other areas with proper product following good rotation and storage practices - Complete daily and weekly cleaning tasks throughout the facility, and the truck	70.00

Duties and Responsibilities *continued from page 1*

- Obtain and maintain Serv Safe Certifications - Follow all proper food safety guidelines issued by management, local, and state health departments - Perform other functions deemed necessary for the smooth operation of the food truck - The Cook will attend special events, and demonstrations, as well as normal business operations - The Cook will participate in their duties alongside volunteers, and management	25.00
- Implement the vision and mission of the Savor food truck - Attend agency, staff and community meetings as determined by supervisor - Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	5.00

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- ○ No minimum education level
- ◉ High School diploma or GED
- ○ Associates or other 2-year degree including technical/trade school
- ○ Bachelors degree
- ○ Masters or Professional degree (M.B.A., J.D., etc.)
- ○ Doctorate

Degree in specific subject area: Degree Type: _____

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- ○ Less than 1 year
- ◉ 1 - 3 years
- ○ 4 - 6 years
- ○ 7 - 9 years
- ○ 10 + years

Years of specific work experience: Field: Culinary and Hospitality Years of experience: 3

Qualifications

- Culinary background required
- Familiarity with proper food storage practices
- Strong understanding of daily food truck needs and the ability to drive a large vehicle
- Able to follow written and verbal instructions
- Possess great interpersonal skills
- Flexible to a changing schedule
- Able to learn new tasks and adjust when business dictates
- Able to think "Outside of the Box"
- Excellent oral, and written communication skills
- Ability to bend at the waist, reach above your head, and stand or sit for extended periods of time
- Ability to coordinate with large groups of people

Special Requirements:
- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Skills: Proven computer skills including Word, Excel and other appropriate applications

*Job responsibilities will involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

Position Characteristics

Physical Requirements/ Work Environment
(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	**<1/3 of time**	**1/3- 2/3 of time**	**>2/3 of time**
Lifting greater than 50 lbs.	○	○	○	◉
Sitting for extended periods	○	◉	○	○
Standing for extended periods	○	○	○	◉
Primarily office work	○	◉	○	○
Primarily outdoor work	○	○	○	◉
Primarily indoor work	○	◉	○	○
Prolonged exposure to heat/cold	○	○	◉	○
Prolonged exposure to loud noise	○	○	◉	○

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	○
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	○
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	◉
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	○
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	○

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.

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