

## **Job Description of Shri Rameshbhai Purohit**

As Cook of the Hindu Community Center (HCC), you will cook food items as described below for all HCC sponsored or private events as directed. You will work closely with Durgaji, Mauniji and HCC management. Your responsibilities will include, but not be limited to the following:

1. Prepare “Bhog” for offering to God as directed by Mauniji/ Durgaji.
2. Cook food for HCC sponsored events, private events at HCC premises and for catering as requested by people and concurred by HCC management.
3. Prepare sweets and snacks for sale at HCC as directed.
4. You will be responsible for keeping the Kitchen, Cold Storage, Pots & Pans room, sinks, kitchen shelves, ovens, refrigerators, drinking water dispensers, all appliances used in the kitchen, and Dining area in a clean and orderly manner. All utensils and stoves used for cooking must be cleaned soon after cooking and serving is over. Tables used for cutting, staging and serving food must also be cleaned soon after use.
5. Ensure that all supplies are maintained in their properly closed containers. All food items cooked or uncooked that can't be used or have passed their Expiry dates must be properly disposed of. Items stored in Refrigerator or Cold Storage must always be covered.
6. Work safety and Cleanliness are of key importance for kitchen. Ensure that no unsafe practices are used while cooking, cutting and working on appliances and stoves.
7. Ensure that Kitchen, including Refrigerators, Cold Storage, gas lines and other appliances, storage of food, including all accessories and other areas are maintained in good clean and organized condition in accordance with the City/County Health & Sanitation guidelines. All food preparation and storage areas are subjected to surprise inspection by the City Food Inspectors who are empowered to close the facility if cleanliness, proper storage and safety requirements are not met.
8. You are not authorized to say, “No” to any orders for cooking and any other HCC services. Always direct the person contacting you to HCC Administrator (Durgaji) for making the decision.
9. Work closely with Durgaji and HCC management to obtain and maintain stocks of all the supplies needed for cooking food, serving food, (plates, bowls, glasses, including tablecloths, napkins, etc.), wash clothes, and cleaning supplies, etc. This may require you to visit stores with others to get supplies. HCC will pay for all supplies.
10. For cooking food for more than 60 persons, Durgaji will help you in a limited manner. For cooking for major events, coordinate with HCC management for getting volunteer help.
11. Efforts must be made to conserve energy, Air Conditioned areas must be set at correct temperatures for different times and lights and fans should stay on only when needed.

12. Work with Durgaji and HCC management to ensure that all dues for catering at private parties are collected before the food is delivered.
13. Work closely with Durgaji to maintain account of all groceries bought and money spent.
14. Report malfunction of any equipment, plumbing, gas lines immediately.
15. Report all accidents, fire and other security issues to the HCC management as soon as possible. Call 911 for major issues.
16. In absence of Mauniji and Durgaji, keep HCC premises open and perform basic functions as directed.
17. Perform other HCC related activities as assigned by HCC management from time to time.

I, Rameshbhai Purohit have been explained of the above mentioned duties and responsibilities in Gujarati and we have understood the same.

For food catered for private Pujas, weddings and other functions, HCC management will observe income and expenses till end of the year and will determine and award you appropriate bonus to compensate for your efforts.

Signed: \_\_\_\_\_  
Rameshbhai Purohit

Signed: \_\_\_\_\_  
Kantibhai Patel  
Chairman, HCC Board of Trustees

Signed: \_\_\_\_\_  
Hitesh (Happy) Patel  
President, HCC Executive Committee

Date: \_\_\_\_\_