



Senior Center Cook

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Cook	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Department: Senior Center	Reports to: Senior Center Board/Commission

Work Unit Overview: The Senior Center cook provides customers with nourishing, well-balanced meals and snacks to meet dietary needs.

Job Summary: This position is a Cook for the county senior center and is responsible for planning and preparing meals, ensuring proper food storage, and cleaning and maintaining equipment and facilities.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan and prepare monthly menus to implement nutritionist-approved menu plans. This requires consideration of available supplies, season, number of diners expected, costs of required ingredients, use of leftovers, and special requests.
- Estimate the quantities of food required and order supplies in quantities that are sufficient for the needs of customers. Determine the necessary supplies and quantities and purchase groceries as needed, based on the urgency of need and type of supplies.
- Prepare various food items such as entrees, desserts, vegetables, and salads from established recipes to provide meals on a daily basis. Assemble ingredients and prepare meals according to meal plans. Substitute menu items or ingredients as needed, and adjust recipes or menus as needed based on supply availability or preferences.
- Coordinate meal service and delivery to provide meals according to established time schedules.
- Ensure the proper packaging of food at safe temperatures to maintain food safety. Follow appropriate storage procedures for items such as meats, sauces, vegetables, and dry and canned goods to prevent spoilage.

- Clean and sanitize equipment, kitchen utensils, walk-in coolers, and freezers in accordance with department, state, and federal health codes.
- Maintain weekly counts of meal participants and take-out meals provided and enter counts onto appropriate forms.
- Maintain inventory of food, supplies, and equipment by counting all supplies and entering data onto appropriate forms.
- Coordinate the preparation of all foods for holidays and special functions by determining food needs and preferences and planning kitchen activities accordingly.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.
- Complete a variety of paperwork and/or collect meal fees to comply with program and other (e.g. USDA) requirements. Sell weekly meal tickets, collect appropriate fees, tabulate and document money collected, and make bank deposits on a monthly or more frequent schedule.
- Provide program communication activities such as publishing weekly menus, contacting potential clients and providing program information, identifying and contacting partner agencies, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work occurs in a food preparation/kitchen environment.
- Work involves physical demands and hazards associated with working with knives, meat slicers, hot cooking surfaces, lifting up to 60 lbs., and using cleaning agents.
- The incumbent must be aware of the necessary sanitary requirements of food preparation, appropriate first-aid responses, and signs of infectious disease to protect staff and residents.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

The job requires knowledge of safe, sanitary, and effective methods of food preparation, storage, and handling; cooking methods and techniques; and knowledge of first aid techniques.

The job requires the ability to complete a series of meal planning and preparation tasks consistent with established program and nutritional rules, practices, and techniques; follow instructions (e.g., recipes) and procedure; observe details (e.g., food temperatures or packaging that deviate from safe food handling standards); recognize special dietary needs; assess product needs; and place bulk orders with a minimum of waste.

The job requires skill in the use of kitchen utensils and equipment necessary to perform the work; food presentation; assembly of ingredients; and food distribution.

Education and Experience:

The job requires education and experience equivalent to graduation from high school with coursework in family and consumer sciences or cooking or equivalency and one (1) year of work experience preparing and serving food in an institutional or commercial setting. Equivalencies include formal food service training and one year experience.