



COOK

Department: **Senior Services** Class Code: **13**
Reports to: **Senior Services Supervisor** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, prepares meals for both home bound and congregate citizens as part of the Senior Center.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares, cooks and serves meals.
- Performs meal planning and implementation.
- Performs inventory and ordering.
- Trains volunteers; oversees their work.
- Directs the work of the Assistant Cook.
- Maintains activity logs.
- Cleans the kitchen, floors, lobby and bathrooms; washes dishes as needed.
- Delivers meals to homebound senior citizens when needed.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and two years of experience, including one year of supervisory volunteer experience, in large scale meal planning and distribution.

Required Licenses or Certifications:

Food Manager Certification.

Possession of a valid driver's license.

Background check required.

JOB DESCRIPTION

Cook

Required Knowledge of:

- County and NACOG requirements for temperature control, food storage and handling and nutritional requirements.
- Procedures and methods of large scale meal planning and preparation.
- Inventory procedures.

Required Ability to:

- Develop and maintain effective working relationships with Town staff and the general public.
- Operate various cooking, baking, refrigeration/freezer and cleaning equipment.
- Train and direct part-time staff, volunteer and community service workers.
- Work with a senior population.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed in a kitchen environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Frequent exposure to ovens, refrigerators and freezers. Frequent exposure to cleaning chemicals.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____