

STOREY COUNTY JOB DESCRIPTION**Cook**

Class Title: Cook
Reports to: Senior Services Director
FLSA Status: Non-Exempt
Created: 04/05/22

JOB SUMMARY

Under general direction of the Senior Services Director or his/her designee, performs a variety of kitchen and customer service functions related to the operations of the senior center and supervises the Kitchen Aide.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Plans and directs preparation and service of meals that meet Aging and Disability Services Division (ADSD) senior nutrition program requirements.
- Supervises the Kitchen Aide.
- Consults Senior Services Director concerning issues affecting senior food habits and needs.
- Prepares all types of cooked food such as meat, vegetables, soups, gravies, and baked goods.
- Treats each individual with courtesy and respect.
- Portions food for serving based on ADSD standards.
- Serves food in an appealing and acceptable manner.
- Completes menus, shopping lists, and all other forms/documents necessary for the food program and meal preparation for seniors.
- Inspect meals served for conformance to standards of palatability and appearance.
- Maintains inventory of daily food use.
- Adheres to sanitation and safety requirements of the nutrition component and the SERV Safe Health requirements.
- Maintains kitchen in an orderly fashion and keeps sanitary.
- Assists in dishwashing and keeps work areas, tables, cabinets, and ovens clean.
- Collects and places garbage and trash in designated containers.
- Cooperates with agency inspections.
- Follow all County and SCSC policies, procedures, and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings.
- Maintain professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth-running work area.
- Maintain confidentiality of all clients, staff, and community information deemed as such.

QUALIFICATIONS*Knowledge of*

- Principles, methods and equipment used in high volume meal preparation
- Safe work practices and sanitation related to food preparation and service
- Principles and practices of supervision
- Basic business arithmetic
- Inventory and record keeping principles and practices
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- The use and care of large-scale kitchen equipment
- The needs of the elderly
- Food program requirements
- Demonstrated knowledge of senior nutritional requirement

Ability to

- Judge food quantities
- Use different types of kitchen utensils and equipment
- Follow federal nutrition program guidelines
- Plan and implement a senior nutrition program that is compliant with federal/state grant management guidelines
- Supervise staff
- Read and write clearly and perform basic math
- Demonstrate sound and mature judgment
- Accept supervision and work independently
- Assist in menu implementation through proper and accurate ordering of supplies
- Practice proper time management skills
- Complete tasks in a timely fashion without the need for overtime
- Adhere to senior center policies
- Maintain confidentiality of information
- Adhere to alcohol/ drug-free workplace policies

LICENSING, EDUCATION AND OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and abilities is:
 - High school diploma or equivalent; AND
 - Two years of work experience in large scale food preparation and volume cooking.
- Ability to pass a background check
- Possession of a Food Handler permit within 3 months of hire.
- Possession of current Serve Safe certification at time of hire.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina, and coordination to bend, stoop, sit, and stand for long periods of time; walk for long periods of time; lift and carry food supplies, kitchen supplies (up to 40 lbs.). The ability to communicate verbally in-person and by telephone, and communicate by other telecommunication devices. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- **Working Environment.** Position functions indoors in a kitchen environment where equipment used can raise ambient temperatures about 75 degrees Fahrenheit. Working environment is generally clean with limited exposure such as dust, fumes, noise, and odors. Frequent interruptions to planned work activities occur.

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 1st day of July, 2022

Upon approval, the above language shall be amended into the Storey County Government Classification Plan.

Austin Osborne
County Manager

Tobi Whitten
Human Resources Director