



Job Description

Job Title	Senior Center Cook	Department	Senior Center
Reports to	Senior Center Director	Salary Level	III
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for planning, preparing, and serving menus that support the Federal and State meal pattern and nutritional standards, maintaining kitchen in accordance with State of Alaska health codes and maintaining supplies for kitchen operation.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Assist in preparing weekly shopping lists from approved menus, and make weekly shopping trips.
2. Assist with food orders, food order shipments, and with the monthly inventory of kitchen supplies.
3. Maintain an accurate inventory of kitchen equipment and home delivery items.
4. Prepare congregate and home-meals according to menu and recipes. Present food in an appealing manner.
5. Maintain accurate records of meals served and delivered utilizing current report forms.
6. Prepare cleaning schedule with the Director. Cleaning duties include sweep dining area, kitchen, bathrooms, entry ways, puzzle room and plant area daily and mop kitchen twice a week or more if needed.
7. Responsible for daily and weekly dining room preparation.
8. Participate in training, attend workshops and meetings enhancing job performance and knowledge as assigned and required by the Nutrition, Transportation and Support (NTS) Grant and State of Alaska.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Alaska Eating and Drinking Establishment regulations.
2. Operation of kitchen equipment.
3. Knowledge of Yupik language preferred, but not necessary.



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Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to communicate effectively with co-workers and the general public.
2. Ability to communicate effectively orally and in writing.
3. Ability to operate personal computer.
4. Ability to supervise kitchen helpers effectively and cooperatively.
5. Interact with the public in a courteous, helpful and professional manner.
6. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

The employee generally performs duties in kitchen and dining room of the senior center. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move more than 50 pounds

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED).

Experience:

1. Two years cooking experience in food service establishment.
2. Any combination of training and experience which provides the knowledge, skills, and abilities required to perform the essential job functions.

VII. Certification and Training

1. Completion of food handler's course within six months of employment and re-certification.
2. National Incident Management System (NIMS) compliance training and certification.
3. CPR, First Aid and Automated External Defibrillator (AED) training.

VIII. Supervisory Responsibility

Supervise volunteer help in the kitchen.

IX. Scope of Employment

Regular, part-time, non-exempt position: Hours 9:00 a.m. – 3:00 p.m. at Senior Center with some flexibility for special events.



City of Dillingham

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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

Department Head: _____

City Manager: _____
