

## Occupation Description

Title: Assistant Cook

Classification: This job title is in the Classified Service

Responsible to: Director for the Office of Older Adults or her/his Designees

Normal starting and ending time for the position is 8:00 a.m. to 3:00 p.m. Wednesday through Friday. Hours may vary due to the scheduled activities of the day.

### **QUALIFICATIONS:**

Completion of secondary education (high school or GED) plus a minimum one (1) year food preparation experience, or equivalent.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

ServeSafe Certificate

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Assists with preparation of food for Meals on Wheels (approximately two hundred (200) meals per week), for clients attending activities at the Center (approximately 120 meals per week), and for other events such as fundraisers, Women's Breakfast, Men's Breakfast, holiday meals, etc.

Assist with the clean up of the kitchen and all food service and eating areas including the washing of dishes, cooking appliances, utensils, etc.

Assists with the set up for all activities involving the preparation and service of food.

Prepares meals and handles other aspects of providing meals in the absence of the cook.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** safety practices and procedures; department policies and procedures;\* proper lifting techniques; food preparation techniques; sanitation laws and/or regulations.\*

**Skill in:** cooking; baking; use or operation of food preparation appliances and utensils.

**Ability to:** carry out instructions in written, oral and picture form; deal with problems involving several variables within familiar context; calculate fractions, decimals, and percentages; communicate effectively; read and understand recipes; develop and maintain effective working relationships; demonstrate manual dexterity; utilize standard kitchen tools and equipment.

**OTHER DUTIES AND RESPONSIBILITIES:**

Checks restrooms to ensure they are stocked with paper products and stock if needed.

Assists with the setup of tables and chairs for activities in and outside of the Center as needed.

Performs other related duties as required or requested.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Oven, range, steam table, commercial mixer, pots and pans, knives, slicer and other food preparation appliances or utensils. Also proficient on the computer to make up menus, check recipes, accept orders, email, etc.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee:

1. has exposure to heat and fire;
2. works with knives and other sharp objects;
3. works with chemical cleaning compounds;
4. works in or around crowds;
5. lifts up to sixty (60) pounds of weight;
6. carries up to seventy (70) pounds of weight;
7. pushes up to seventy (70) pounds of weight;
8. pulls up to eighty (80) pounds of weight.