



CITY OF NORTH RIDGEVILLE

OFFICE OF THE MAYOR

Mayor Kevin Corcoran
Jeffrey J. Armbruster, Safety-Service Director



Occupation Description

Title: Part Time Cook

Classification: This job title is in the Unclassified Service

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

Hours and days needed may vary based on scheduled activities. Twenty-five (25) hours per week minimum. The Senior Center is open from 8 am to 4:30 pm Monday through Friday and there may be special events that are in the evening.

QUALIFICATIONS:

Completion of secondary education (high school or GED) plus 1-2 food preparation/kitchen experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

ServeSafe Certificate.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Responsible for the day to day operations of the kitchen and dining area which includes food preparation for all activities held at the Center including, but not limited to; luncheons, breakfasts, club meetings, special events, etc. This position is responsible for all food related activities for fundraisers held on the Center's behalf including lunch sales to city employees.

Plans menus for Center activities and fundraisers when needed.

Purchases and maintains inventory of food, equipment, and supplies; analyzes all related costs, maintains appropriate expenditures.

Coordinates all activities related to meals served at the Center i.e.; tables and chairs set up and arranged properly with appropriate table settings, ensures restrooms are properly stocked. Assists with the setup for meals at any venue as requested, including transportation of all necessary equipment and supplies, clean-up of tables, cooking appliances, utensils, etc.

Performs regular quality checks and meets all quality control standards for food products. Responsible for ensuring the kitchen area, food preparation and service areas meet all Federal, State and local sanitation codes.

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

Responsible for coordinating all kitchen responsibilities with the Director or designee to ensure the needs/goals of the kitchen are met.

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.

Skilled 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 regularly 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. Computer proficiency to type up menus, check recipes, place online orders, 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.