

Del Norte Senior Center
Assistant Cook
Non-Exempt Hourly Position

Program: Nutrition

Supervisor: Head Cook

Description:

Under the supervision of the C1 Coordinator/Head Cook, the position assists with food preparation; prepares desserts and salads; packages Home Delivered Meals; serves congregate nutrition program meals; and assists with cleaning of the kitchen and all related equipment. Position also assumes the duties of Head Cook in his or her absence.

Essential Duties Responsibilities

- Work cooperatively with other staff and management; maintain a pleasant and professional attitude in all interactions concerning the Del Norte Senior Center.
- Prepares vegetables, fruits, salads and desserts; package salads and desserts for home-delivered meals.
- Operates and maintains a variety of kitchen equipment.
- Washes, sanitizes, and cleans kitchen equipment, surfaces, and serving areas
- Assists in maintaining food service equipment and supplies.
- Improves cooking skills as time allows; assumes the duties of Head Cook as required.
- Attends a minimum of 4 hours of in-service training yearly.
- Other related duties as assigned.

Knowledge, Skills & Abilities

- Ability to operate commercial kitchen equipment; ability to prepare raw food for salads and desserts; basic cooking skills to prepare vegetables, desserts and side dishes and to assist Head Cook in meal preparation; ability to assume duties of Head Cook in his or her absence
- Ability to implement and maintain sanitation procedures in accordance with Federal, State and local regulations and provisions of Title 22. California Code of Regulations. Division 1.8 California Department of Aging. Article 6.
- Ability to read and write English at a High School level and to follow written and oral instructions and to interpret menus, ingredient lists, and preparation instructions.
- Requires the ability to prioritize food preparation activity in order to serve a variety of food items at the same time.
- Ability to maintain professional working relationships with a variety of different personalities, including the ability to maintain positive relationships with clients within acceptable professional boundaries.

Physical Abilities

- Good physical health sufficient to complete all the essential duties and responsibilities of the position. The ability to maintain proper physical hygiene; ability to stand for long periods; to lift up to 50 pounds; to reach, bend and stoop. Requires eye/hand coordination to safely use kitchen equipment and maintain production pace. Handles hot and frozen material in an environment dominated by wide temperature extremes.

Licenses and Certificates

- Must pass food safety manager certification within six (6) month of hire.

Working Conditions

- Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.

Minimum Requirements

- Any combination of work experience and education that demonstrates the skills and abilities to perform the essential duties of the position is required. Prior experience working as a cook or prep cook in a restaurant or institutional setting desired.