POSITION CLASSIFICATION DESCRIPTION

JOB TITLE: Senior Services Cook
REPORTS TO: Senior Services Program Manager
FLSA STATUS: Full-time, Non-Exempt
DEPARTMENT: Social Services
SALARY RANGE: $19.03-$20.75 hourly

SUMMARY:

The Senior Services Cook is responsible for the oversight of congregate and home delivery meals to senior members of Montezuma County. This position develops monthly menus that align with the dietary requirements for the aging population. This position also orders food and supplies to match the month meal planning needs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (*The following statements are illustrative of the essential functions of the job and do not include other assigned duties*)

- Complete Safe food handling
- Ensure that all volunteers completed Safe food Handling
- Supervise volunteers in the kitchen
- Develop monthly menus that align with the dietary requirements as set forth in contracts and approved by the Dietitian.
- Ensure all kitchen equipment is cleaned and sanitized as required
- Ensure that all kitchen licensing is up-to-date and appropriate inspections are completed annually
- Complete daily inventory and monthly inventory sheets
- Daily menu work sheet with amounts of food used and temperatures
- Prepare home delivery meals to be completed by 11:15 a.m. for 12:00 noon delivery
- Submit food orders from vendors to meet the weekly needs of the meal program
- When food is delivered inspect all ordered items to ensure they are fresh, packaged appropriately and that no seals are contaminated
- Ensure all food products are dated and routinely monitor expiration dates
- Oversight of the kitchen equipment, cleaning and monitoring of procedures
- Collaborate with the Dolores and Mancos sites to ensure they have the items needed to meet the demands in their locations.
- Provide all vendor receipts and invoices promptly to Senior Services Program Manager.
- Visit the other sites and see that the kitchen is running appropriately meeting the guidelines required for safety and cleanliness; provide on-site reports to Manager minimum of monthly.

Experience:
Three years' experience working in food industry with experience cooking large quantities

Special Requirements:
Valid Colorado Driver's License and satisfactory driving record. Must pass background check, drug screen and motor vehicle record check.

Required Knowledge, Skills and Abilities:
- General office procedures, policies and practices, as well as basic knowledge of standard office equipment to include computer, fax machine, copier, and telephone.

- Knowledge on kitchen procedures and experience using a wide variety of kitchen equipment
- Knowledge of food, recipe development, measurements, and nutrition
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Must be able to communicate orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Applying logical thinking to solve problems or accomplish tasks; understanding, interpreting and communicating complicated policies, procedures and protocols.
- Ability to act with discretion, maintain confidentiality and be professional.

Office Technology/Computer Skills:
Must be able to effectively use modern office technology and equipment, including computers, calculators, telephone, copiers with scanning and faxing capabilities. Must have experience in word processing, and emai. Must be able to learn the software and programs related to the position and the County.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and stand for long periods of time; use hands and fingers to handle or feel; and reach with hands or arms. The employee is required to stand; walk; climb or balance; twist; stoop, kneel, crouch or crawl. Must be able to respond to the customers' needs and perform tasks requiring extensive hand and eye coordination. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to work extended shifts and attend training when asked and the ability to work in stressful situations.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in shared office space. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to tolerate and be productive in a quiet to high noise level in the work place. May travel to rural areas.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County Department of Social Services' ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County Department of Social Services assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the Department change or other reasons deemed appropriate by Montezuma County Department of Social Services.

I have received the Senior Services Cook description on _____. I understand that I am to become familiar with its contents.

_____
Signature of Employee

_____
Name of Employee

_____
Date

Date