Senior Center Cook - Part-Time

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Parks	**Position Reports To :** Lead Cook
Physical Location For This Position : Bishop Park	**This Position Is :** Non Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Under general supervision, performs work of routine difficulty preparing meals at assigned location; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Lead Cook with preparation and serving of meals utilizing common kitchen appliances.

Assists in the work of kitchen staff such as placing food and dishes on serving trays, serving meals, clearing serving and dining areas, and cleaning the kitchen, dishes, cooking equipment, and storage areas.

Inspects the kitchen and dining areas and takes the necessary steps to ensure cleanliness and orderliness; inspects meats, fruits, vegetables, and other perishable foods for freshness, and disposes of foods that are spoiled or past their expiration date.

Maintains daily refrigerator/freezer temperature logs, food temperature logs, and inventory control logs; maintains food and supply inventories in a matter that prevents waste and spoilage of products from improper storage, insect infestation, or theft.

Performs a daily inspection of the kitchen to ensure that proper sanitation is maintained, perishable and canned food are rotated first in, first out, and all utensils and equipment are properly cleaned and stored.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

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Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others.

EXPERIENCE GENERAL

7 to 11 months related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

REPETITIVE. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

PLANNING

LIMITED RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of MINOR IMPORTANCE and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a SLIGHT DEGREE.

SUPERVISION RECEIVED

Under immediate supervision, performs GENERAL ASSIGNMENTS of work, with PERIODIC CHECK of performance by supervisor.

ACCURACY

Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

MENTAL DEMAND

LIGHT MENTAL DEMAND. Operations REQUIRING INTERMITTENT DIRECTED THINKING to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring INTERMITTENT ATTENTION to control machine or manual motions.

COMMUNICATION SKILLS

- Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication.
- Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.
- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

ACCOUNTABILITES

FREEDOM TO ACT

DEFINED. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT OF JOB ON END RESULTS

MINIMAL IMPACT. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Not Indicated

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

ServSafe Food Handler Certification

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

FREQUENT CONTACTS with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

CONTACTS WITH EMPLOYEES

Contacts OCCASIONALLY with others beyond immediate associates, but generally of a ROUTINE NATURE. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

SOFTWARE SKILLS REQUIRED

- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None
- Other: None
- 10-Key : None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Regularly
- Taste or smell: Regularly

WEIGHT LIFTED

- Up to 10 pounds: Regularly
- Up to 25 pounds: Regularly
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).

PHYSICAL DEMAND

HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.):

Never

- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Frequently
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Loud (metal can manufacturing department, large equipment, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

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