

## **TRURO COUNCIL ON AGING COOK**

### **Position Purpose:**

The purpose of this position is to provide food preparation and lunch service for Council on Aging clients; performs a variety of meal preparation and cleaning duties; performs all other related or similar duties as required.

### **Supervision:**

*Supervision Scope:* Performs varied duties of a routine nature following acceptable standards of quality and performance; plans and carries out daily work with a degree of independence and in accordance with standard department practices in accordance with sanitary and safety rules and regulations governing the operations of the department.

*Supervision Received:* Works under the general supervision of the Council on Aging Director.

*Supervision Given:* Volunteers.

### **Job Environment:**

Most work is performed in a traditional kitchen setting where there is exposure to potential hazards and discomforts found in a kitchen environment.

Operates various kinds of kitchen equipment.

Employee has frequent public contact with volunteers, congregate diners and other staff members.

Errors could result in delay or loss of service, adverse public relations and monetary loss to the Town.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Participates in food preparation of salads and desserts, cooking and cleaning activities in the kitchen area.

Preparation and serving of meals for program participants.

Assists in the cleaning and washing to all kitchen materials and equipment.

Prepares take -out meals for seniors.

Coordinates volunteer assistance.

Cleans and sets tables in dining room.

Performs similar or related work as required, directed or as situation dictates.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

High school education or equivalent; one year general food preparation or cooking experience preferably in a cafeteria or restaurant setting; or any equivalent combination of education and experience.

### **Special Requirement**

ServSafe Certification

Food Allergy Awareness Certification

Choke Saver Certification

*Knowledge:* Basic knowledge of food preparation and cooking practices, procedures and regulations.

*Ability:* Must possess ability to work in a flexible manner; ability to communicate effectively with others, both orally and in writing and ability to receive, understand and follow oral and written instructions.

*Skill.* Good organizational skills.

### **Physical Requirements:**

*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.*

Work is performed in a kitchen setting, subject to moderate noise and is exposed to hot and cold temperatures frequently found in a kitchen environment. A significant amount of time is spent standing, walking, stooping or reaching with hands and arms. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls, and to reach with hands and arms. The employee is frequently required to stand, talk and hear. Frequently required to lift up to 10 pounds. Normal vision requirements. Required to operate kitchen equipment in a safe manner and in accordance with manufacturer's operating instructions.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*