



TOWN OF MIAMI

JOB DESCRIPTION

POSITION: Senior Center Cook
SALARY RANGE:
DEPARTMENT: Senior Center

REPORTS TO: Senior Center Director
CLASSIFICATION: Non-Exempt

GENERAL DESCRIPTION: Entry level position that reports to the Senior Center Director and is responsible for tasks relating to the preparation and serving of food and delivery of congregate and home delivered meals (HDM).

This position performs a variety of routine duties within the kitchen, including the preparation and serving of meals within the center and packing the meals to be taken to the homebound patrons. This employee is also responsible for the coordination of volunteer help and daily cleaning.

SUPERVISION RECEIVED/EXERCISED: The Senior Center Cook is supervised by and receives administrative direction from the Senior Center Director. The Senior Center Cook may supervise volunteers and D.O.C. workers.

TYPICAL DUTIES/RESPONSIBILITIES: The following duties and responsibilities are normal for this position: The omission of specific statements of the duties and responsibilities of this position does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required or assigned by the Town Manager.

- Prepares and cooks large quantities of food.
- Assisting in preparing the grocery list and purchasing supplies and bulk purchases.
- Keeps inventory of groceries and cleaning supplies
- Compiles and maintains records of food use and expenditures.
- Apportion and serve food to facility customers, employees or patrons.
- Responsible for the safe and efficient operation of the kitchen.
- Assists the Senior Center Director with planning menus.
- Assures that home bound meals are packed and ready for delivered by 10:00 a.m.
- Coordinates heavy cleaning of appliances such as the freezers, refrigerators, stove, vents etc.
- Answers phones when necessary and responds to public inquiries about menus when Director is not available.
- Performs all duties in a safe and courteous manner.

QUALIFICATIONS:

Education:

- High School Diploma or GED.
- Minimum three (3) years of experience cooking within a professional setting.

Skills and Knowledge of:

- Knowledge of food preparation and use of kitchen appliances.
- Basic knowledge of nutrition, including the four food groups.
- Must understand proper preparation technique, memorize certain recipes to ensure consistency, know how to time dishes to ensure they are completed at once, know how to cook in bulk without generating waste and know how to use commercial kitchen equipment such as meat slicers, salamanders (broilers) and steamers. Understand and manage kitchen food inventory.
- Manage kitchen facilities to meet all sanitary and health regulations.
- Knowledge of personal grooming for kitchen work.
- Ability to communicate effectively orally and in writing.
- Knowledge of nutrition for senior adults.
- Ability to assist the senior adults with personal needs (wheel chairs, walkers and oxygen tanks).
- Ability to carry out assigned projects to their completion within the timelines established.

Special Requirements:

- Valid Arizona Driver's License.
- Must sign an Internal Confidentiality Statement.
- Must pass a drug, alcohol and background check.
- Food Handlers card, First Aid and CPR Certified or ability to become certified within 30 days.
- Must have Class 1 fingerprint clearance.

WORKING CONDITIONS:

The noise level in the work environment is generally minimal.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.