

Wood County Committee on Aging, Inc. Position Description

Position: Cook
Index Number: 503

Reports to: Director of Food Service

Purpose: Prepare appealing and nutritious meals in compliance with all guidelines and procedures.

Responsibilities to include:

1. Prepare meals for congregate sites and home delivered clients.
2. Pack bulk meals for delivery to congregate sites in a timely and sanitary fashion.
3. Package home-delivered meals for routes distributed by the production kitchen
4. Assist in oversight of Experience Works, Job and Family Services (JFS), NWCCC (Northwest Community Corrections Center) participants and volunteers.
5. Perform daily cleaning and sanitation of production kitchen equipment and surfaces.
6. Keep storeroom, blast chiller, cooler and freezer cleaned, stocked and rotated.
7. Inspect orders upon delivery for accuracy and quality, documenting damaged items for credit.
8. Comply with all governmental and funding source(s) sanitation regulations and standards at production kitchen and congregate sites.
9. Attend approved conferences and workshops for professional development.
10. Perform other duties, as assigned.

Qualifications and Essential Skills:

Education requirements: Must have a high school diploma or GED equivalent. Minimum of two year's experience in bulk food preparation. Must successfully complete required ServSafe food service training. Must be proficient with basic reading and math functions.

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with

proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Requires lifting, bending, stooping, reaching, and standing for extended periods of time, and carrying hot pans/trays of food. Must be able to lift a minimum of 50 pounds consistently. Requires normal range of hearing and vision. Must be able to work in kitchen environment with heat and steam.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.