

Crawford County Commission on Aging Job Description

Title

Cook

General Description

Prepare, cook and serve nutritious meals to older adults.

Essential Duties

Compliance with approved menus while being responsible for quality and quantity of meals served.

Prepares and serves daily meals for consumption by Congregate meal clients.
Prepares and serves meals and snacks for special events and activities.

Prepares, packages and tracks Home Delivered Meals. Provides delivery service of meals for HDM clients living in Grayling Housing Commission complex.

Responsible for the Satellite Meal program which includes preparation, transportation and distribution of the meals. Coordinates programs and activities at Satellite sites in conjunction with appropriate COA staff. Assists with program advertising.

Assists with the receipt in of food and supply orders and ensures items are shelved in an organized manner.

Maintains materials and equipment in good working condition.

Maintains dining room including making coffee, iced tea, stocking beverage counter and table caddies. Washes and sanitizes all tables and counters after each activity or meal.

Ensure and monitor that sanitary conditions are maintained in the kitchen, dining and recreation rooms. Adhere to daily, weekly and monthly cleaning schedules as directed by the Nutrition Manager. Maintains work area in a clean and sanitary fashion.

Record food temperatures as required and notify Nutrition Manager of any consistent patterns of non-compliance.

Maintain kitchen in compliance with all health department standards and codes as well as AASA standards.

Maintain, accurately compile and be accountable for required records and reports to be submitted on a timely basis.

Other Job Duties

Keep Nutrition Manager informed of progress or problems as they arise.

Observes safety and security procedures for the protection of employees, participants and volunteers.

Participate in meetings, workshops, conferences and training as directed.

Other duties as assigned by the Nutrition Manager.

Supervisory Duties

None

Supervision Received

Supervision given by the Nutrition Manager.

Minimum Qualifications

Any equivalent combination of education, training, or experience which demonstrates skills and abilities will be considered.

Experience and Training

Minimum of a high school graduate or equivalent is required. Two years experience and/or certification in commercial kitchen operations. ServeSafe certification preferred.

Knowledge, Skills and Abilities

Ability to lift up to 25 pounds.

Position requires standing 90% or more of a work day.

Ability to maintain good personal hygiene.

Knowledge of commercial kitchen equipment and operation.

Knowledge of confidentiality rules regarding to the protection of older adult's personal information.

Ability to prepare and maintain concise and complete records.

Ability to operate various computer programs including word processing, spreadsheets and the ability to do internet ordering.

Strong interpersonal communication skills, including listening.

Strong organizational and time management skills.

Ability to understand and follow verbal and written instructions.

Ability to communicate effectively and appropriately both verbally and in writing.

Ability to work independently, organizing and structuring own work.

Ability to exercise initiative.

Strong innovation skills which include resourcefulness and creativity.

Ability to perform duties thoroughly and accurately. Looks for ways to improve quality and efficiency. Willingness to accept constructive criticism to improve performance.

Commitment to a high standard of ethical behavior. Treats others with respect. Upholds organizational values of customer service, professionalism and positive attitude. Actively promote Agency mission, vision and values.

Problem solving ability; ability to use good judgment, courtesy and tact in interactions with others and in handling problems.

Ability to represent the agency in a professional manner.

Ability to maintain effective and harmonious relations with other employees and the public.

Maintains appropriate boundaries with clients and participants.

Ability to interact and work in a team effort in service delivery.

Tolerates pressure well in addition to accepting responsibility for own actions.

Familiarity with the dietary problems and issues confronting the elderly and disabled in the local community.

Ability to create a warm and inviting atmosphere to all participants of the Senior Center.

Ability to speak, write, read and understand English with proficiency.

Special Qualifications

Possession of a current Michigan Driver's license and access to an insured, reliable, personal vehicle for use.

Possession of CPR and First Aid certification or be willing to become certified.

Ability to pass a TB skin test.

Ability to pass a Criminal History background review through the Michigan State Police.

Ability to pass the ServSafe test and be ServSafe certified.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job related instructions and to perform any other job related duties requested by management.

Requirements are representative of minimum levels of knowledge, skills and abilities. To perform the job successfully, the employee will possess the abilities to perform each duty proficiently.

Revised 04/17