

EMPLOYEE JOB DESCRIPTION

Position Detail	
Position No.	ACN015
Position Title	Cook - Senior Nutrition
Division	Adult Care & Nutrition Services
Unit	Food & Nutrition Services
Overview	The cook is responsible for the preparation and serving of meals at the congregate site and to home-delivered meal participants.
Job Responsibilities	<ol style="list-style-type: none"> 1. Prepare food in accordance with pre-established menus and standards; 2. Adjust menus to allow for use of donated foods; 3. Prepare and package meals for home-delivery clients to meet standards; 4. Follow portion control requirements to meet standards; 5. Respond to the nutritional needs of seniors; 6. Keep an accurate inventory; 7. Order food based on pre-established menus and inventory; 8. Keep accurate records and complete production record on a daily basis; 9. Supervise kitchen aide and volunteers regarding kitchen duties; 10. Maintain health and sanitation standards; 11. Perform all tasks in the kitchen as necessary, including cleanup;
Qualifications	<ol style="list-style-type: none"> 1. Ability to read, write and follow instructions; 2. Ability to convert recipes to adjust for different size groups; 3. Demonstrated experience in preparing meals for groups ranging from 25 to 100; 4. Familiarity with a variety of foods and institutional equipment; 5. Current food handlers permit.
Physical Requirements	
Special Requirements	<ol style="list-style-type: none"> 1. Ability to work under pressure; 2. Perform daily tasks with minimal supervision; 3. Develop rapport with and support from senior citizens; 4. Use all program resources in a cost-effective manner; 5. Comply with all program policies, procedures and goals. 6. Satisfactory results from required criminal history background check per the Child/Adult Abuse Information Act.
Supervisory Responsibilities	Kitchen aide and kitchen volunteers
Number of Staff Supervised	0
Position Supervisor	Program Manager
Job Location	

Salary Grade Range	C 04-01
Work Schedule	Hours vary based upon site demand
Position Assignment	Regular
Job Category	9 - Service Worker
EEOC Code	
Labor & Industries Code	1501
Standard Occupational Classification (SOC) Code	35-2012
FLSA	Non-Exempt
Date Last Modified	12/21/2009
Employee Position Requirements	
Physical Exam	No
TB Test	No
Hepatitis B / Waiver	No
DSHS Criminal Check	
Food Handler Permit	Yes
Child Abuse Prev Training	No
Bloodborne Training	No
CPR Adult	No
CPR Infant/Child/Adult	No
First Aid	No
Tetanus Vaccination	No
Washington State Patrol Background Check	Yes
Signatures	
Employee: PRINT NAME	
Employee Signature	
Signature Date	
Supervisor Signature	