

SKAMANIA COUNTY SENIOR SERVICES
PART-TIME ASSISTANT COOK

Skamania County Senior Services seeks part-time Assistant Cook for approximately 10 months, 12 hours per week for its Nutrition Program. Work days are Monday, Wednesday and Friday.

The successful candidate will assist in meal preparation of meals which includes preparing main and side dishes, baking, taking into account food nutrition quantities, use of recipes, attention to preparation time, serving instructions, and visual appeal. Also performs cleanup duties.

Qualifications: Six months of experience in volume cooking within an institution, school, or similar setting.

Hourly Rate: \$12.18

To Apply:

Job description and employment application are available on-line www.skamaniacounty.org
Submit applications to: Skamania County Senior Services Director, PO Box 369, Stevenson, WA 98648. To be considered, candidates must submit an application by 5:00 p.m. on Friday, February 19, 2010.

SKAMANIA COUNTY JOB DESCRIPTION

**TITLE: ASSISTANT COOK
SENIOR SERVICES**

**FLSA STATUS: Non-Exempt
Approved: 10-97
Range: 9**

SUMMARY

The Assistant Cook is responsible for assisting in the preparation of meals for the Senior Services Nutrition Program which includes preparing main and side dishes, baking, taking into account food nutrition quantities, use of recipes, attention to preparation time, serving instructions, and visual appeal.

The Assistant Cook is required to perform the duties of the Food Manager during his/her absence.

ESSENTIAL FUNCTIONS

Provides supervision and training of volunteers in the preparation of food, kitchen cleaning procedures, and safety.

Prepares assigned meals by grilling, frying, baking, boiling and other cooking methods.

Bakes cookies, cakes and pastries from kitchen recipes; makes soups; cleans, peels, and prepares vegetables; makes salads; and prepares main meat dishes following kitchen recipes.

Packages day care and home-delivered meals.

Washes and cleans kitchen equipment, counters, and serving utensils.

Performs laundry duties.

PERIPHERAL FUNCTIONS

Monitors volunteer meal preparation process.

Adjusts recipes based on individual needs.

Performs the duties of Food Manager in his/her absence.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of standard cooking and baking methods.

Knowledge of the care and safe use of cooking equipment.

Basic knowledge of food values and nutrition.

Basic knowledge of institutional kitchen sanitation procedures.

Demonstrated skill in cooking and baking in large quantities, seasoning, and menu substitutions.

Skill in mathematics, weights, and measuring.

Ability to oversee and assign tasks to volunteers. Flexibility in working with volunteers required.

Ability to work from written menus and recipes and to adapt standard recipes in preparing dishes for a large number of people.

Ability to perform multiple tasks at one time.

Ability to meet scheduled meal times.

Ability to perform records management duties as required.

Ability to work as a team member.

Ability to maintain an effective and professional working relationship with senior citizens, staff, volunteers, wholesale businesses, and the general public.

EDUCATION AND EXPERIENCE

Six months of experience in volume cooking within an institution, school, or similar setting.

LICENSES/CERTIFICATIONS

Ability to obtain a Food Handlers Card prior to the appointment.

CPR certification required.

WORKING CONDITIONS

Work is performed approximately 90% in a kitchen environment and approximately 10% performing laundry or shopping duties. Potential hazards exist in working around hot ovens and stoves, mixers and grinders, sharp objects, cleaning agents, and other common kitchen equipment/utensils.

PHYSICAL REQUIREMENTS

The duties of the above position require standing for extended periods of time and to work in an environment (kitchen) with high temperatures, using kitchen equipment, walking, stooping, bending, reaching, twisting, and the ability to lift up to 30 pounds . Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statement contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical