

**CITY OF PLATTSMOUTH
JOB DESCRIPTION**

POSITION TITLE: Senior Citizen Nutrition Center Assistant Cook

REPORTS TO: Senior Center Director

PURPOSE OF POSITION:

Assists the Head Cook in the preparation of Senior Center meals consistent with Eastern Nebraska Office on Aging guidelines and helps with the preparation of the meals for home delivered and noon congregate meal.

EXEMPT: NO - SEASONAL PART-TIME

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Assists head cook in maintaining a clean and healthy, friendly work environment.

Help create menus that meet Eastern Nebraska Office on Aging guidelines that have variety, are flavorful, and cost effective.

Assist head cook in ordering, keeping inventory, and keeping records of monthly food costs.

Assists head cook in the preparation of meals for home delivery and noon congregate meal and in the absence of the head cook, must be able to take the lead in preparing the meals.

Must be knowledgeable of special needs diets, and be able to prepare substitutions when necessary.

Assures all kitchen appliances are maintained in a safe, clean and good working order.
Informs head cook of problems with kitchen appliances and in the absence of the head cook, inform Director.

Assist with fund-raising activities as needed.

Ability to operate and drive a motor vehicle and be knowledgeable of the Plattsmouth area.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and/or ability to learn standards, regulations, and guidelines related to kitchen operation and cleanliness.

Ability to use common or specialized kitchen and cleaning equipment to maintain and operate kitchen.

Ability to physically lift and move kitchen equipment and cooking supplies to prepare meals and clean the kitchen and dining area.

Ability to prepare, with assistance of the head cook, menus that have variety, are flavorful, and cost effective.

Ability to, in the absence of the head cook, determine food quantities and supplies to order inventory for meals.

Ability to maintain an inventory record of kitchen, dining room and food items.

Ability to use common and commercial kitchen tools and equipment to prepare meals.

Ability to follow instructions to help prepare meals for home delivery and congregate noon meal on a time schedule.

Knowledgeable about special needs diets.

Knowledgeable about what items to substitute for special needs diets.

Ability to clean and maintain all kitchen appliances in good working order.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to maintain the confidentiality of appropriate communications, documents, and transactions.

Ability to project a positive, courteous, and pleasant attitude to the public and coworkers.

Ability to deal with the public in a courteous and tactful manner.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the public and other employees.

Must be able to follow instructions of the head cook and Director as needed.

Ability to lift up to 40 pounds and move carts weighing up to 150 pounds.

Computer knowledge required.

Valid driver's license and good driving record required. Will be required to fill in for Meals on Wheels Driver when needed.

ESSENTIAL EDUCATION, EXPERIENCE, AND TRAINING:

Applicant must have an interest and aptitude with at least two years experience in commercial kitchens. Must have a valid motor vehicle operator's license with a driving record illustrating responsible driving behavior

WORKING CONDITIONS:

Work is generally performed indoors in the Senior Center kitchen, which is similar to many commercial kitchens. Work requires a considerable amount of standing, walking, sitting, reaching, lifting, talking and listening. Hand-eye coordination is necessary to safely operate kitchen utensils and equipment. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects/supplies up to 40 pounds and move carts up to 150 pounds.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Employee Position Description Approved for Use:



City Administrator _____ March 28, 2017 _____
Date