

ROSEBUD COUNTY

Job Description

CLASS TITLE: Substitute Cook

ACCOUNTABLE TO: Council on Aging Coordinator

PRIMARY OBJECTIVE OF POSITION: Preparation of Senior Citizen meals. Work varies following generally accepted standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical demands include standing, stooping, bending, walking, and lifting up to 50#s (greater with assistance).
- Must possess the ability to read and follow instructions.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Preparation of food in accordance with generally accepted guidelines in a nourishing, attractive, economical, and appetizing manner;
- Provides care and cleaning of equipment, dishes, and the department;
- Keeps work area clean, and clean coffee pots;
- Sets tables, cleans and fills salt and pepper dispensers;
- Maintains safety and sanitation standards;
- Prepares and packs meals for home delivery;
- Uses equipment and materials requiring care to assure against breakdown and deterioration;
- Frequent contact with fellow employees and public;
- Hazards and discomforts are minor and controllable.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Any combination of education and experience equivalent to graduation from High School and some experience as a cook.
- Ability to follow oral and written directions and make simple calculations.
- Ability to read and follow recipes.

CLASS TITLE: Substitute Cook (continued)

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Preparation of meals, cooks and handles food following well established nutritional guidelines;
- Performs routine cleaning and custodial functions including trash removal, restroom cleaning, sweeping, and mopping;
- Keeps work area and equipment clean and sanitary;
- Clean dishes, pots and pans; cleans up after meals program and after activities within assigned facility;
- Attends training sessions as necessary;
- Maintains good working relationships with senior citizens, fellow employees, and the public;
- Performs his/her duties that may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

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