

**ROSEBUD COUNTY**  
**Job Description**

**CLASS TITLE:** Cook

**ACCOUNTABLE TO:** Council on Aging Services Coordinator

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision is responsible for maintaining high standards of quality nutrition, food production, and portion control for the senior citizen meals program. Work varies little following generally accepted standards and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Physical demands include standing, stooping, bending, sitting, walking, and lifting up to 40#s (greater with assistance).
- Must possess the ability to read and follow instructions and recipes;
- Must be willing to occasionally lead senior activities.
- Must possess a valid Montana Operator's license.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Plans menus, prepares and cooks food in accordance with generally accepted guidelines in a nourishing, attractive, economical, and appetizing manner;
- Follows procedures of proper food storage, preparation, care, and distribution;
- Provides care and cleaning of equipment and the department;
- Keeps work area clean, washes dishes, pots, and pans; cleans tables, and chairs;
- Maintains safety and sanitation standards;
- Prepares and packs meals for home delivery;
- Advises Director of needs used daily and other related matters.
- Submits grocery orders on a daily basis and requests groceries in advance of needs.
- Position requires frequent contact with fellow employees, public, and vendors;
- Physical requirements include standing, bending, lifting of food, containers up to 40#'s and kitchen equipment; hazards and discomforts are minor and controllable.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** May be responsible for others and substitutes.

**CLASS TITLE:** Cook (continued)

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Any combination of education and experience equivalent to graduation from high school and one (1) year of experience as a cook and/or meal planner.
- Ability to follow oral and written directions and make simple calculations;
- Ability to read and follow recipes.
- Must possess a valid Montana Operator's license.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Prepares menus, cooks and handles food following well established nutritional guidelines;
- Keeps work area and equipment clean and sanitary;
- Attends training sessions as necessary;
- Maintains good working relationships with seniors, fellow employees, and the public.

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

**Revised June 8, 2021**