

# OSCEOLA COUNTY COMMISSION ON AGING JOB DESCRIPTION

## COOK

**Supervised By:** Nutrition Coordinator

**Supervises:** Subordinate departmental employees as assigned and volunteers.

**Position Summary:** Under the supervision of the Nutrition Coordinator, the Cook coordinates and participates in the preparation of all meals for the senior citizens of Osceola County, including reviewing menu plans, planning cooking schedules, ordering, taking care of and maintaining inventory, and preparing meals for home delivery and congregate meal sites.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Helps prepare menu plans that meet the Area Agency on Aging of Western Michigan and OSA guidelines for quantities, nutrition, calories, fat grams, and other requirements.
2. Removes necessary food products from storage or cooler and freezer in time to be ready in accordance with the menu plans. Monitors temperatures of coolers and freezers.
3. Helps the Nutrition Coordinator review the vendor prices and order food items if needed. The Nutrition Coordinator will do the majority of the food ordering.
4. Plans cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures that the appropriate numbers of meals are sent to other meal sites.
5. Performs preliminary food preparation activities as well as prepares and cooks all food.
6. Oversees and participates in the portioning of food on serving trays for distribution. Ensures that appropriate temperature of foods is maintained in serving process.
7. Ensures compliance with state and federal regulations regarding food preparation, service, and storage. Ensures proper sanitation of all food service areas and equipment.

8. Maintains an ongoing inventory of food and supplies in storage, coolers and freezers.
9. Utilizes a variety of kitchen utensils and equipment such as blender, ovens, mixers, grinders, steamers, and slicers in the preparation of the meals.
10. Maintains sanitary and orderly cooking conditions. Monitors water chemical levels and cleans dishwashers.
11. Closes kitchen at end of day, includes proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and all equipment is turned off.
12. Assists in promoting the COA when needed.
13. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

**Education:** High school diploma or GED. Prefer some advance coursework in food service, nutrition, or related areas.

**Experience:** 3 yrs experience in institutional cooking, providing experience with food preparation and service, nutritional requirements, sanitation requirements, and therapeutic diets.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

**Other Requirements:**

1. Be able to successfully pass Serve Safe Class.
2. Ability to manage day to day operations with minimal supervision of program supervisor
3. Recommended and encouraged to be CPR certified
4. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations

5. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
7. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
8. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies
9. Ability to attend meetings scheduled at times other than normal business hours
10. Knowledge of the principles and practices of providing senior services
11. Knowledge of maintenance techniques associated with providing senior services

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, climb, use hands and fingers, talk, hear and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders, balance, stoop, kneel or crouch. The employee is frequently required to reach with hands and arms, such as to operate vibrating machinery, use hand tools, etc. and operate motorized equipment. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee works near moving mechanical equipment and items found in an institutional kitchen setting with ovens, freezers, blenders, steamer and various other pieces of kitchen equipment with exposure to hot stoves, hot trays of food, hot water and steam, as well as frozen foods, sharp knives and other utensils, and chemical cleaning products. The noise level in the work environment is usually moderate, but can frequently be loud.