

PERSHING COUNTY CLASS SPECIFICATION

HEAD COOK

DEFINITION:

Under direction, supervises, plans, prepares, serves nutritional meals at Senior Center and other meal sites; prepares monthly meal menus consistent with State and Federal regulations and guidelines, works with Senior Center Director to develop and operate within annual budget and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS:

Cook I is an entry level class initially under close supervision, as experience is gained incumbent works more independently within established guidelines. Progression to Level II is based upon certification by the department head that the employee meets the qualifications for Level II. Employees in the class of Cook I are normally expected to qualify for promotion to Cook II within twelve months of appointment.

Head Cook is distinguished from Cook I/II as the Head Cook is responsible for supervising and performing the entire meal preparation, service, and delivery functions. S/he performs all the duties listed for Cook I and Cook II plus additional leadership and supervisory duties.

EXAMPLES OF DUTIES:

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are least likely to be essential functions for any single position in this class.

1. Schedules food service staff, plans monthly menus to meet State requirements;
2. Interacts with agencies for food safety and compliance with Nevada Division for Aging and Disability Services laws, rules and regulations;
3. Develops standards and trains paid and unpaid staff;
4. Assists in developing annual budget and maintains cost controls to achieve the senior meal mission within the confines of the budget;
5. Orders food and supplies for meals within budget constraints; follows approved meal plans;
6. Prepares meals; supervises and participates in serving of meals; prepares and packages meals for home delivery;
7. Supervises and participates in cleaning of cooking and serving containers and utensils; inspects supplies, utensils, and facilities for compliance with sanitation standards;

8. Maintains efficiency, cleanliness and productivity of Kitchen and Home Delivery operations;
9. Meets with vendors to evaluate equipment and achieve cost controls;
10. Maintains and prepares special menus where practical for congregants and homebound clients of the Senior Center to meet health needs;
11. Meets with homebound clients as necessary to review satisfaction with services provided and special needs.
12. Keeps records of food purchased and of food, supplies, and equipment inventory; and
13. Assists in selection and training of new food service employees and volunteers.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of: food preparation methods for large groups; standards for planning and preparation of nutritional meals; standards and methods for maintaining sanitary conditions during food preparation, serving and storage; nutritional needs of seniors; basic principles of financial and inventory record keeping.

Ability to: plan and prepare meals; determine types and quantities of supplies needed for meal preparation; follow oral and written instructions; work effectively under the pressure of deadlines and conflicting demands; establish and maintain effective working relationships with staff and program participants; select alternatives; project the consequences of proposed actions; implement work programs consistent with regulations and with County policies; understand, interpret, and apply laws and regulations; keep detailed statistical and inventory records.

Special Requirements

Possession of a valid Nevada driver's license is required at time of appointment; maintenance of valid driver's license throughout employment is also required.

Possession of a Serve Safe Certificate or its equivalent.

Experience and Training

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Four years of experience preparing meals for large groups which include responsibility for keeping records and for assisting in planning menus.

Physical Demands

Strength and stamina to stand for long periods; to repeatedly lift items weighing up to 50 lbs; reach and bend; vision to read instructions, ingredients and regulations; color vision and sense of smell to inspect foods.

WORKING CONDITIONS

Generally clean work environment with some exposure to conditions such as heat, cold, odors, and noise; periodic contact with confused and upset individuals; interruptions of planned work activities by visitors and response to unplanned events.

FLSA Status: Non-Exempt

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed