

Health and Nutrition Services

Judith Barris
Executive Director

Ronald C Loos
Board Chairperson

Diana Brook
Health and Nutrition Director

INTERNAL/EXTERNAL POSITION POSTING

POSITION TITLE: Cook

POSTING DATES: January 16, 2024 through until filled

IMMEDIATE SUPERVISOR: SNP Kitchen Manager

EMPLOYMENT STATUS: Regular, Full time

Distribution:

**Administration/Fiscal
Head Start / Early Head Start
State Road Building**

4200 State Road, Ashtabula, OHIO 44004

WIC: (440) 998-7515 HMG: (440) 997-6015 FAX: (440) 998-0973

This Agency is an equal provider of services and an equal employment opportunity provider. Civil Rights Act 1964 (CRA)



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JOB DESCRIPTION

POSITION: Cook

RESPONSIBLE TO: Food Service Manager

EMPLOYMENT STATUS: Regular, Full-time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Prepares delicious meals for seniors enrolled in the Meals on Wheels and Senior Dining programs. Also prepares and serves delicious food to the public at the Village Table Cafe and other catered events. Supports the operations of an efficient kitchen, providing high quality meals in accordance with established standards of nutrition, health and sanitation.

DUTIES AND RESPONSIBILITIES:

1. Prepares high quality foods for seniors, café patrons and catered events.
2. Assists with the development and testing of standardized recipes and portion control methods including weighing of meal components.
3. Follows standardized recipes when preparing foods.
4. Helps to ensure timely meal preparation and packaging for food delivery and meal service.
5. Collects accurate meal and participant counts.
6. Adheres to sanitation and safety procedures in accordance with ServSafe, local health department and funding source regulations.
7. Follows routine cleaning and maintenance schedules for the kitchen and equipment including washing dishes, sweeping and mopping floors.
8. Helps to ensure quality service delivery to customers and helps to resolve customer issues and/or concerns.
9. Assists with compiling orders for food and non-food supplies from vendors.
10. Assists with maintaining inventory of food and non-food supplies, equipment and frozen meals.
12. Reviews invoices for accuracy of ordered and delivered food, non-food supplies and equipment.
13. Substitutes for staff members as needed.
14. Complies with all food, sanitation and physical safety issues related to the Senior Nutrition Program and ACCAA. Reports all safety incidents/concerns as required.
15. Attends staff meetings and trainings as required.

- 16. Maintains customer confidentiality as required by ACCAA and funding sources.
- 17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will have work experience with batch/bulk cooking and catering meals. Candidate will be required to demonstrate culinary skills prior to hiring. Must possess leadership skills and the ability to work independently and in a team environment. Must have ability to learn program and register software.

Candidate must demonstrate ability to work with Seniors, low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening.

Position requires the ability to bend, perform repetitive motion with hands and arms, and lift up to 50 lbs. Tasks may also involve continuous standing, walking, and crouching to retrieve items from lower areas up to higher areas in the kitchen and storage areas. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.**

Signature

Date