

**Community Action Program of East Central Oregon  
(CAPECO)  
Job Description**

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| <b>Position:</b>          | <b>Pendleton Assistant Cook</b>        |
| <b>Supervised by:</b>     | Program Manager & Director of Programs |
| <b>Department:</b>        | Food & Nutrition                       |
| <b>Classification:</b>    | Regular Part-Time (up to 20 hours/wk)  |
| <b>Position Status:</b>   | Non-Exempt                             |
| <b>Location:</b>          | Pendleton Senior Center                |
| <b>Salary Level/Wage:</b> | Range 3 - \$11.00/hour                 |
| <b>Benefits:</b>          | Life Insurance, 401K Plan, Sick Leave  |

**HOW TO APPLY:**

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at [www.capeco-works.org](http://www.capeco-works.org) or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or [hr@capeco-works.org](mailto:hr@capeco-works.org). Please send it attention Human Resources if you are sending by mail.

**POSITION OVERVIEW:**

The Assistant Cook is responsible for assisting with menu planning, cooking/serving meals, preparing home delivered meals, cleanliness/sanitation, inventory, bank deposits, reporting, and the supervision of volunteers under the direction of the Head Cook and/or Senior Nutrition Case Manager. The Assistant Cook will assume all responsibility's in the absence of the Head Cook.

**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. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Assist with menu planning and the use of purchased and donated foods to prepare nutritious and appetizing meals.
- Prepare meals in a timely manner according to a pre-planned menu.
- Prepare the meals for the Home Delivered Meal Program.
- Perform daily and ongoing cleanliness and sanitization of work surfaces, cooking equipment, dishes, utensils, beverage dispensers, cupboards, shelves, appliances, refrigeration/freezer units, and storage areas.
- Assist with inventory management including; ordering, receiving, unpacking, labeling, storing and rotating of food and disposables.
- Assist with daily bank deposits and monthly reporting.

- Assist with the supervision of volunteers.
- In the absence of the Head Cook assume full responsibility for menu planning, cooking/serving meals, cleanliness/sanitation, inventory, bank deposits, reporting, and the supervision of volunteers.
- Provide excellent customer service to the meal programs consumers, partners, and volunteers.
- Must have the ability to manage multiple tasks simultaneously.
- Attend trainings and meetings as required.
- Other duties as assigned.

**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.

- High School Diploma or GED.
- Must have an Oregon Food Handlers permit or ServSafe Certification or obtain it within three months of hire.
- Experience in preparing food in large quantities.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demand 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 frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must regularly lift, push and/or carry/move objects up to 50 pounds.

**SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver’s License and insurable driving record.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

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EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE