

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

Position:	HEPPNER HEAD COOK
Supervised by:	Program Manager & Director of Programs
Department:	Food & Nutrition
Classification:	Regular Part-Time (up to 10 hours/wk)
Position Status:	Non-Exempt
Location:	Heppner Senior Center
Salary Level/Wage:	Range 5 - \$11.28/hour
Benefits:	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 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. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

The Head Cook is responsible for all aspects of meal preparation and service at the Senior Meal Site and Home Delivered Meal preparation and delivery. The Head Cook is responsible for the preparation of appetizing meals that meet 33.3% of daily nutrition guidelines, grocery budgeting, menu planning, and kitchen clean up at the local meal site. Ability to prepare meals that are nutritious, attractive, appetizing and have them served on time.

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.

1. Supervise all kitchen staff and volunteers, delegating duties as necessary and appropriate.
2. Oversee, and assist with, the preparation of nutritious, attractive, and appetizing meals, assuring that they are served on time.
3. Prepare menus utilizing purchased and donated foods to their fullest capacity while implementing instruction received from CAPECO's contracted Registered Dietitian and Senior Nutrition Coordinator.
4. Plan menus one month in advance and turn in no later than the 5th of the month.
5. Purchase food from approved vendors.
6. Maintain receipts and turn in by the 5th of the month.
7. Attend in-service trainings/meetings in order to receive regulation up-dates, new ideas, and basic program operation suggestions.

8. Supervise and perform kitchen clean-up, insuring that sanitation requirements for kitchen and equipment are maintained at all times.
9. Train and work with volunteers to ensure processes are being followed correctly.
10. Accurately count the money received from the meal and make a bank deposit the same day.
11. Must have the ability to manage multiple projects simultaneously and respond to immediate requests for specific program information.
12. Excellent communication skills to organize volunteers and assistant staff. Also to promote attendance at the site and to promote CAPECO.
13. Complete budgeting and food reports and turn in no later than the 5th of month.
14. Complete personal timesheet monthly and upon request.
15. 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 obtain it within three months of hire.
- Experience in preparing food in large quantities.
- Must be able to monitor sanitation and safety conditions at the local meal site, passing regular Health & Safety Inspections.

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 is required.

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.

EMPLOYEE'S SIGNATURE

DATE