

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

<b>Job Classification:</b> Assistant Cook – Milton-Freewater	<b>Position Title:</b> Senior Meal Site Assistant Cook	<b>Department:</b> Food & Nutrition
<b>Salary</b> \$9.50 per hour	<b>Position Status:</b> Regular Part-Time	<b>Supervised By:</b> Program Manager

**Position Overview**

Responsible for preparation of appetizing nutritious meals, grocery budgeting, menu planning, and kitchen clean up under the direction of the Head Cook and/or Nutrition Coordinator.

**Major Duties and Responsibilities**

1. Preparation of meals in a timely manner, under the direction of Head Cook, along with the assistance of volunteers.
2. Utilize commodity foods to prepare attractive, nutritious, appetizing meals.
3. Attend in-service training meetings in order to receive regulation updates, new ideas, and basic program operation instruction.
4. Attend meetings with the Senior Center Committee to obtain new suggestions, changes and ideas.
5. Responsible for kitchen clean up, insuring that sanitation requirements for kitchen and equipment are maintained at all times.
6. All phases of meal preparation during the absence of the Head Cook.
7. Complete commodity food reports when applicable.
8. Complete personal timesheet monthly, and as requested.
9. Other duties as assigned.

**Knowledge, Skills and Abilities**

Ability to prepare meals which are attractive, appetizing, and nutritious served on time. Must be capable of assuming all phases of the meal preparation in the absence of the Head Cook. Ability to utilize suggestions received from the Dietician and Nutrition Coordinator regarding menus and usage of commodity foods. Must be able to monitor, and correct if necessary, sanitation and safety conditions at the site. Must have the ability to manage multiple projects simultaneously and respond to immediate requests for specific program information.

**Qualifications**

- High School Diploma, GED, or relevant work experience.
- Experience in preparing food in large quantities.
- Must have Oregon Food Handlers permit, or ability to obtain within three months of hire.
- Ability to work well with others and take direction.
- Must pass criminal background check.

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