

Community Action Program of East Central Oregon (CAPECO)

Job Description

Job Classification: Head Cook	Position Title: Senior Meal Site Head Cook	Department: Food & Nutrition
Salary Range: 5 \$10.42 per hour	Position Status: Regular Part-Time	Supervised By: Program Manager

Position Overview

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.

Major Duties and Responsibilities

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, implementing instruction received from CAPECO's contracted Registered Dietician and Senior Services Coordinator.
4. Plan menus one month in advance and turn in no later than the 10th of the month.
5. Purchase food from approved vendors.
6. Maintain receipts and turn in monthly.
7. Attend in-service trainings/meetings in order to receive regulation up-dates, new ideas, and basic program operation suggestions.
8. Attend meetings with the local site committee to obtain suggestions and ideas. However any changes need to be approved by the Program Manager and ultimately by the Director.
9. Supervise and perform kitchen clean-up, insuring that sanitation requirements for kitchen and equipment are maintained at all times.
10. Complete budgeting and food reports on time.
11. Complete personal timesheet monthly and upon request.
12. Other duties as assigned.

Knowledge, Skills and Abilities

Ability to prepare meals that are nutritious, attractive, and appetizing and have them served on time. Meals must meet 33.3% of the daily nutrition guidelines for people 60+ according to the OAA Regulations. Ability to implement changes received from the Registered Dietician regarding menus and foods. Must be able to monitor sanitation and safety conditions at the local meal site, passing regular Health & Safety Inspections. Must have the ability to manage multiple projects simultaneously and respond to immediate requests for specific program information.

Qualifications

- High School Diploma or GED.
- Experience in preparing food in large quantities.
- Must have an Oregon Food Handlers permit, or obtain it within three months of hire.
- Excellent communication skills to organize volunteers and assistant staff. Also to promote attendance at the site and to promote CAPECO.
- Must have a valid operator's license, be approved by CAPECO's company insurance agency, and 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.

EMPLOYEE'S SIGNATURE

DATE