



ISABELLA COUNTY, MICHIGAN

Position	Cook	FLSA Status	Non-Exempt
Department	Commission on Aging	Pay Grade	Starting Wage \$14.74

GENERAL SUMMARY

Assists the Head Cook in a central kitchen in the preparation, packaging, and distribution of food to the various Congregate Meal food sites and Home Delivered Meals. Performs cleaning and sanitation tasks such as washing food preparation equipment and utensils, sweeping, and mopping floors, and related tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists and guides the kitchen volunteers with the packaging of HDM's and with portion control when serving congregate meals and HDM's.
- Assists HDM drivers with any question they may have in regards to the route sheets.
- Ensures the Kitchen and HDM drivers are completing volunteer time sheets.
- Packages home delivered meals. Tracks and documents meals needed for home delivered meal routes.
- Removes necessary food products from storage and freezers, washes and pares fruits and vegetables, chops and slices fruits and vegetables and other foods and mixes ingredients.
- Receives, unpacks and stocks food items and supplies.
- Utilizes a variety of kitchen utensils and equipment such as blenders, mixers, grinders and slicers in the preparation of food items.
- Ensures proper sanitation of meal preparation areas, floors, mats, dishes and equipment.
- Assists with special event set up, preparation and clean up.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- Up to one (1) year of food service experience.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- CPR/AED/First Aid.
- Valid driver's license.
- ServSafe certification.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Portion control when serving and packing meals.
- Home meal delivery routes.
- Modern office equipment, procedures and applicable software packages.
- Health Department guidelines.
- Safe food handling practices.
- The safety precautions associated with the job.

Skill in:

- Operating kitchen equipment and tools.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Customer service.
- Assisting volunteers.
- Preparing food.
- Following written and oral instruction.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment		X	
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)			X
Extreme heat (<i>above 100 degrees</i>)			X
Moving mechanical parts			X
Risk of electrical shock		X	
Vibration		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position: Cook

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Date created:	11/28/2016
Dates revised:	