

BLUE RIVERS AREA AGENCY ON AGING

Job Description

POSITION TITLE: Nutrition Program – Cook/Senior Center Manager

REPORTS TO: Nutrition Services Manager

SUPERVISES: No supervisory duties

Location: Table Rock

Classification: Non-exempt; on-call

PURPOSE OF POSITION: Responsible for meal preparation and service for congregate and home-delivered nutrition program.

Essential Functions

- Plan menu items in accordance with prescribed dietary program requirements.
- Prepare and serve congregate and home-delivered meals timed for appropriate service.
- Clean and maintain sanitary kitchen area and dining room area.
- Order raw food and supplies and maintain appropriate inventory.
- Maintain meal preparation area and equipment to meet mandated sanitation standards.
- Maintain daily records as required.
- Coordinates program and volunteer activities.
- Attend all mandatory training and staff meetings.
- All other duties as assigned.

Essential Knowledge, Experience, and Abilities

- One year commercial kitchen meal service for 100 plated meals.
- Strong knowledge of meal preparation, sanitary and health standards for commercial kitchen.
- Ability to plan and ensure adequate inventories.
- Ability to maintain records, use computer, fax, email and telephone.
- Customer service orientation.
- Ability to act as advocate for participants.

Essential Education, Certifications, and Licenses

- High school diploma or equivalent required, or equivalent job experience preferred. Must meet Health Department Standards for food service workers.

Essential Physical Demands and Typical Working Conditions

- Standing, bending, twisting, turning.
- Lifting and carrying up to 40 pounds for 50 feet.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the Agency.
- Must work at the assigned work site.
- Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Agency recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given reasonable accommodations.