



## Job Description

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<b>TITLE:</b> Senior Services Cook	<b>JOB CODE:</b> 5580
<b>DEPARTMENT:</b> Parks & Facilities (Lower Valley Senior Center)	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> May 28, 2020	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Fruitland, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under the supervision of the Senior Services Coordinator, the Cook will work in the main kitchen preparing daily noon meals for the Center and for home delivery; will ensure adequate food and supplies; keep accurate and up-to-date records regarding all kitchen needs; back-up driver when Aide is not available for home delivery of meals and safe transport of seniors.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Interact in a pleasant and courteous manner.
- Prepare daily meal in accordance with approved menus and recipes, including all phases of necessary cooking, baking and preparing correct amount of food.
- Provide meals to seniors in cafeteria type operation and helps prepare home-delivered meal trays.
- Oversee clean-up procedures after the meal and may assist with cleaning duties.
- Record temperature on logs; ensure safe storage of all food items.
- Always keep kitchen inventory current; may complete food orders; may perform monthly physical inventory.
- Check-in food deliveries with invoice and food order
- Enforce safety and health regulations in the kitchen; keep freezer, refrigerator, appliances, tables, etc. in clean and good working condition.
- Date all items received and rotate stock, using oldest items first; keep food items in covered, sealed containers.
- May direct work of other kitchen staff.
- Handle left over food according to proper health and safety regulations; comply with established Health Department Regulations.
- Safe operation of vehicle for meal delivery and transport of seniors to the Center for meals or events; maintain timely schedule and fuel efficiency.
- Operate vehicle in a skilled and safe manner at all times, including hazardous road and weather conditions; operate vehicle within prescribed guidelines and follows all laws and regulations.
- Perform other job-related duties.

### Required Knowledge and Skills:

- Knowledge of proper food handling procedures; safety and sanitation regulations.
- Knowledge of current federal, state and local laws and regulations affecting the management of a food service facility.
- Knowledge of County policies and procedures.
- Knowledge of record keeping and mathematics.
- Knowledge and able to perform basic first aid and CPR.

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- Knowledge of gasoline powered vehicles and equipment.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Skill in establishing and maintaining effective working relationships with co-workers, seniors and the general public.
- Skill in managing food and supply inventory systems.
- Ability to perform satisfactorily in stressful situations and under the pressure of deadlines.
- Ability to understand and accept direction from others both verbally and in writing.
- Skill in following all job-related safety procedures.

**Education and Experience**

- High School diploma or GED equivalent and requires six (6) months knowledge and/or experience in proper food handling procedures, safety and sanitation regulations.
- Experience cooking low-fat, low sodium meals; minimum one (1) year experience in quantity and quality food preparation; prefer experience working with seniors.
- Must have valid State of New Mexico Food Handler’s permit or able to obtain within sixty (60) days of employment.
- Must be CPR certified with first aid training.
- Valid State of New Mexico Driver’s License or able to obtain within six (6) months of employment.
- Good driving history, preferred.

**Environmental Factors and Conditions/Physical Requirements:**

- This position requires stooping, substantial standing, walking, twisting, and bending.
- Frequently required to talk or hear.
- Must be able to lift 50 pounds to waist height.
- Must have current TB certificate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- This employee operates all kitchen equipment, telephone, cleaning tools & similar equipment, and motor vehicles.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_