



Job Description

TITLE: Senior Services Cook	JOB CODE: 5581
DEPARTMENT: Parks & Facilities (Blanco Senior Center)	FLSA: Non-Exempt
PREPARED: May 28, 2020	FLSA CLASS: Labor/Trade
UPDATED: March 30, 2022	WORK LOCATION: Blanco, NM
	REMOTE WORK ELIGIBLE: NO

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. The Senior Services Cook may assist the Aide in collecting, logging and balancing donations received to ensure a compliant cash handling procedure.

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.
- Assist with daily paperwork, including data entry, tracking, logging of required reports and assessments
- May prepare and balance daily cash log; ensure and comply with cash handling procedure, including transports and securing of cash.
- 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 of revenue collection methods and practices.
- 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.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in maintaining accurate records.
- 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.
- Relevant cash handling experience, 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.
- Work may be performed in both office and kitchen environments; may be subject to repetitive motion such as typing, data entry and vision to monitor.
- 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:** _____