

WEBB COUNTY

Job Description

JOB TITLE: Head Cook
SLOT NUMBER: 1150
DEPARTMENT: Community Action Agency (Elderly Nutrition Program)
REVISION DATE: January 28, 2011

JOB SUMMARY:

Employee is responsible for the purchase of food supplies per Meals on Wheels program budget and regulations; prepares and serves group meals for home-delivered meals on a regular schedule; maintains kitchen inventory; maintains a safe, sanitary kitchen; immediately reports concerns and problems to the Manager.

CHARACTERISTICS/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Uses nutritional meal menus using recipes appropriate for seniors on-site and for delivery, including USDA recommended daily requirements and those for special diets as needed or requested, with portions meeting Older American's Act regulations.
- Purchases food supplies to meet these requirements and budgetary restrictions; exercises control to reduce waste and meet state regulations for food retention.
- Prepares and serves noon meals and weekend meals for all home-delivered clients in the Meals on Wheels kitchen.
- Trains and supervises a substitute cook who assists in the kitchen. Trains paid and unpaid kitchen staff to meet state health standards for meal preparation and kitchen maintenance.
- Responsible for kitchen maintenance, including safety and sanitation meeting Public Health Department standards. Schedules an annual sanitation inspection by the Health Department.
- Understands the budget and orders meal and kitchen supplies as budgeted and authorized.
- Maintains a monthly inventory of kitchen equipment, supplies and food supplies.
- Receives and supervises storage of freight.
- Attends and participates in all mandatory training requirements.
- Responsible for locking the Meals on Wheels kitchen when she/he is the last person to leave for the day.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High School graduate, or the equivalent, with at least three years of experience in meal preparation, preferably with experience in group meal preparation or equivalent combination of education and experience.
- Program-related education and training may be required.
- Must be able to follow instructions and work under pressure

SKILLS, KNOWLEDGE, AND ABILITIES:

- **Ability** to work closely with other agency personnel; communicate effectively orally; deal tactfully with the public; establish and maintain an efficient, orderly kitchen; uses appropriate menus and coordinate and prepare meals; establish and maintain effective working relationships with superiors and peers; comprehend and follow instructions; make arithmetic calculations accurately at an acceptable speed;

prioritize concurrent demands; work independently; maintain a courteous, helpful manner; work in a team environment; understand and explain the Meals on Wheels program and governmental regulations; and work with Public Health and meal program inspectors.

- Knowledge: Considerable knowledge of group meal preparation and nutrition requirements for seniors; understanding of the requirements, regulations and standards for a senior meal program and kitchen; understand and adhere to Webb County personnel policies, Meals on Wheels regulations and policies.
- Special Qualifications: Valid Texas driver's license and insurance as required by the State of Texas, reliable transportation.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, see hear, walk, handle objects and tools and reach with arms and hands.
- The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 40 pounds, and is regularly required to sweep and mop floors and clean tables.

OTHER REQUIRMENTS/INFORMATION:

- Must obtain and maintain valid Food Manager's Certification
- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy apply to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY: Works under the direct Supervision of the Manager of Nutrition Programs, subject to Webb County Personnel Policies.

EVALUATION: The Meals on Wheels program Cook's work is evaluated formally once each year by the Supervisor. Interim reviews are conducted through informal conferences and status reports.

FUNDING DURATION: This position is funded by grant and county funds. If funding ends, this position may be eliminated or downsized.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE

