

# WEBB COUNTY

## Job Description

**JOB TITLE:** Head Cook  
**SLOT NUMBER:** 1220  
**DEPARTMENT:** Community Action Agency (Meals on Wheels 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:**

- Must have a High School Diploma or GED from an accredited institution and/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.

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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