

**Area Agency on Aging
Northeast Colorado Association of Local Governments (NECALG)
Sub/Assistant Cook**

JOB TITLE: AAA Assistant Cook (\$16/hr)

DEPARTMENT: Area Agency on Aging (AAA) Nutrition Department

GENERAL JOB DESCRIPTION

This part-time position supervised by the Cook/Manager is responsible for assisting the Cook/Manager in all aspects of preparation of nutritious and attractive meals, and good sanitation practices according to procedures and guidelines as set by the Nutrition Department.

MAJOR DUTIES AND RESPONSIBILITIES

- Follow recipes and adjust quantity if needed.
- Cook and prepare large quantity meals as necessary, and in a timely and organized manner.
- Help prepare home delivered meals.
- Deliver meals to clients' homes.
- Help serve meals to clients when Senior Center is open and operational.
- Move freight/inventory from storeroom to kitchen.
- Follow and perform duties per the cleaning chart on a daily, weekly, monthly basis.
- Sweep and scrub floors daily and perform other cleaning duties as assigned.
- Operate commercial equipment (i.e., stove, oven, steam table, mixer, slicer, food processor, sealer, dishwasher.)
- Assist Cook/Manager with monthly inventory.
- Attend mandatory trainings.
- Have valid driver's license.

QUALIFICATIONS

Education: High School education or equivalency
ServSafe Food Safety Training Certificate

Experience: One to two years' experience in food service
Desire to work with elder clients to provide a nutritious meal

Knowledge of: Basic cooking skills, organization skills, use of computer and computer programs.

Other: Must be able to pass background check.
Must be able to function as the Main Cook/Manager as needed.
Take direction, but also to work independently.
Ability to be flexible and dependable.
Ability to stand for long periods of time and lift 25 to 50 pounds.
Ability to work well with elder clients and volunteers.
Hours are part-time (five-six hours per day), M-F