

Area Agency on Aging Cook/Manager Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: AAA Cook/Manager

DEPARTMENT: Area Agency on Aging (AAA) Nutrition Department

RATE OF PAY: \$13.50/hour 5 ½ hours M-F

GENERAL JOB DESCRIPTION

This position supervised by the Nutrition Manager is responsible for the supervision of other staff and volunteers, preparing paperwork, the timely organization of meal service or delivery, all aspects of preparing nutritious meals, inventory control, and the practice of good sanitation according to procedures and guidelines as set by the Nutrition Department within NECALG.

MAJOR DUTIES AND RESPONSIBILITIES

- Timely organization of meal preparation
- Serving meals on time
- Supervising employees and volunteers
- Make sure all staff and volunteers stay within their assigned hours
- Supervising public service workers and Department of Human Service Program workers
- Ability to keep Perpetual Inventory, production sheets, timesheets
- Turn in all paperwork and computer work at set times
- Ability to place orders for major vendors and store orders at set times
- Read recipes and adjust quantity if needed
- Use recipes provided and call Nutrition Coordinator if adjustments are necessary
- Make sure portion control is maintained
- Make sure hot foods are hot (above 140°F) and cold foods are cold (below 40°F) before sending out or serving
- Complete physical inventory with Assistant Cook by the last working day of each month
- Reconcile physical inventory with perpetual and turn in according to date given
- Put freight away in appropriate areas and in a timely fashion
- Clean-up kitchen: cleaning and sanitizing work areas
- Clean refrigerators, freezers, stoves, hood, store rooms, etc
- Help serve food on the food line
- See that laundry is done
- Work with health inspector and repairmen
- Compose a list of substitute cooks to fill in for vacations, illnesses, and other leaves.
- Go over assigned trainings with staff and return to Nutrition Coordinator

QUALIFICATIONS

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

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

Knowledge of:

- Quantity cooking in all areas
- Commercial kitchen equipment
- Weights and measures for large amounts of food
- Economical purchasing of food
- Timely organizational skills
- Use of computer and computer programs

Ability to:

- Supervise other workers
- Supervise volunteers
- Be flexible
- Paperwork done and submitted in a timely manner
- Stand for long periods of time
- Do heavy lifting

Other:

- Take direction
- Work independently
- Follow recipes
- Get along with other staff, elderly clients and volunteers