**COUNTY OF LINCOLN**
**Job Description Form**

**Division/Department:** Zia Senior Citizens

**Job Title:** Cook **Reports to:** Program Director

| **Level/Grade:** 7 $10.20<br>After probation $10.71 | **Type of position:**<br>✓ Full-time<br>o Part-time<br>o Temporary/Seasonal<br>o Emergency Hire<br>o Grant/Contract | **Hour_40_/Week**<br>✓ Classified<br>o Unclassified |
|---|---|---|

**General Description:**
Responsible for the entire kitchen operation and food preparation and service, performs related work as required; adjust recipes for the number of servings needed; measures and weighs portion controlled meals as required by recipes, formula or diet; supervise other kitchen employees and/or assigned volunteers in the preparation and serving of food and the cleaning of food service and kitchen areas; operate various kitchen appliances and equipment; follow menus and directions as written on recipes; prepare proper nutrition and cooks according to guidelines outlined by the State Dietician, the Area Agency on Aging and the State Agency on Aging. This includes review of recipes, and schedules. The employee must attend nutrition training classes; able to accept training of food preparation used to conserve nutritional elements of kitchen equipment, its uses and maintenance of kitchen safety and sanitation; able to follow oral and written instructions, make simple calculations, season food accordingly; maintains inventory control of raw foods and nutritional supplies and orders supplies through the Site Manager/Program Director; responsible for keeping records, for providing a safe and clean atmosphere and prepare carry-out lunches for driver. Must perform all duties with minimal supervision; may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned. The employee must become familiar with the following attachments: *(A) Self-study Series Sanitary Food Service and Personal Hygiene (B) NRA Recommended Storage Practices.*

**Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

- High school diploma or GED certification, plus one to three years of previous experience as cook.
- Knowledge of arithmetic in order to properly prepare menus, take measurements, operate kitchen equipment and, maintain good inventory control.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to work under time deadlines; able to use arithmetic skills in order to properly measure and estimate quantities; and the ability to maintain and control inventory of food stuffs and supplies utilized in the kitchen; and write intelligible and complete reports.
- Must be able to communicate and deal with public and staff in a pleasant manner.

**Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:**

- All essential duties are performed indoors.
- Various equipment and tools such as: mixers, bowls, pots and pans, ovens, slicers, knives, dishwasher, various hand controlled kitchen utensils, deep fryer and various food containers; materials and/or products handled include various food products, beverages, food trays, cooking oils, seasonings, and condiments.
- Hazards or potential hazards of the job include exposure to extreme temperatures; use of kitchen equipment such as mixer and meat slicer; and there is a potential for serious burns or cuts in performance of duties.

**Comments on Physical Requirements:**
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Maximum weight required to be lifted from floor to waist, from waist to overhead, lift horizontally, push/pull, and carry for a distance of 30' is 45 pounds.

**Approved by:** Renee Montes

**Date Posted:** September 6, 2016 **Date Hired:**

**Employee Declaration:**
I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.
**Name:** _____ **Date:**

*Date Revised: December 27, 2010*