



Job Title:	<b>Cook's Aide</b>	Requisition Number:	<b>2K18-5-33</b>
Department:	<b>Senior Program</b>	Status:	<b>Classified</b>
Revised Date:	<b>9/1/2011</b>	Job Code:	<b>6525</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>No</b>
First Day to Apply:	<b>05/04/2018</b>	FLSA	<b>NE</b>
Last Day to Apply:	<b>Open until Filled</b>	Work Schedule:	<b>M-F 6am -2:30pm</b>
		Starting Wage:	<b>\$10.08</b>

**GENERAL PURPOSE:** Under close supervision, responsible for assisting in the preparation and volume cooking of meals for assigned senior center, homebound and congregate clients; performs cleanup duties in the dining and kitchen areas; and assists the Cook with other duties such as inventory and ordering of supplies; and performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma/GED Certificate and six months of experience working in the food service industry; preferably in a large scale commercial or institutional kitchen setting preparing food for large groups of people.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Senior Center Supervisor and does not exercise supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs volume cooking of foods according to prescribed menus and recipes and as directed by the Cook; and prepares entrees and side items that accompany the main course meal including cutting, slicing, chopping, baking, portioning and cooking.
- Assists with setting up and serving food, preparing take-out/homebound food and individual food trays, and storing leftover food.
- Operates standard kitchen equipment including ovens, steamers, slicers, and mixers; performs a variety of kitchen and dining area maintenance duties including washing dishes, cleaning appliances, sweeping, mopping, and receiving food orders.

**Required Knowledge of:**

- Techniques and practices for large-scale/high-volume food preparation for standard and special diet items.
- Kitchen safety, sanitation, and hygiene.
- Menu development.
- Type and quantities of foods required for volume and special diet cooking and how to minimize waste.
- Appropriate cleaning methods and materials.
- Kitchen equipment and associated kitchen tools.
- Perform mathematical computations and use of a calculator.

## **JOB DESCRIPTION**

### **Cook's Aide**

- Food preparation in a large cafeteria style setting.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing and spreadsheets sufficient to perform assigned work.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Operation of food preparation equipment and maintaining required cleanliness of kitchens.
- Estimating type and quantities of foods required for meals and minimizing waste.
- Preparation of varied menu items and complete meals in an institutional large scale setting.
- Maintaining a safe, clean and sanitary working environment.
- Reading, comprehending, and following recipes.
- Operating required equipment and kitchen tools/utensils.
- Communicating effectively verbally and in writing, to include staff training and communication of instructions in food/meal preparation.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work.

#### **Physical Demands / Work Environment:**

- Work is performed in a large scale kitchen environment.
- Regularly is required to lift or carry items weighing up to 50 pounds; and regularly may be exposed to large and working machinery, potential physical harm, and hazardous chemicals when preparing large quantities of food using a variety of kitchen equipment and tools and when cleaning and maintaining the kitchen area.

I, \_\_\_\_\_(print name) have reviewed the above job description and understand that the essential duties describe only the general nature, level and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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**Employee Signature**

\_\_\_\_\_  
**Date**