

Community Connection of Northeast Oregon, Inc.
Position Description
Head Cook
Salary Range 11 (\$17.22 - \$22.57 per hour)

Position Classification
Salary
Hourly -----X
Overtime Exempt
Overtime Non-Exempt --X
Safety Sensitive

GENERAL STATEMENT OF DUTIES

Day-to-day responsibility for the planning and preparation of the senior meals program in compliance with Older Americans Act Standards. Oversees nutrition staff and volunteers. Ensures compliance with safe and sanitary processes at all times. Works with vendors, donors, and seniors. Helps develop and support department fundraising and special events.

SUPERVISION RECEIVED

Works under the direction of the County Manager.

SUPERVISION EXERCISED

Provides day-to-day supervision of nutrition staff and numerous volunteers.

TYPICAL EXAMPLES OF WORK (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed).

1. Responsible for menu planning including special diet considerations. Ensures that Older Americans Act- based menus meet the required dietary standards.
2. Supervises all aspects of congregate meals and Meals on Wheels preparation and/or delivery (including but not limited to distribution, portion control, sanitation, and safe storage of all foods).
3. Responsible for managing the Nutrition department inventory including food as well as equipment, consumables and program supplies.
4. Trains nutrition staff and volunteers and always ensures compliance with safe and sanitary processes.
5. Ensures daily cleanliness of the kitchen, dining hall, and dining hall restrooms. This will include sanitizing all surfaces, sweeping, mopping, toilets, and restocking of restroom. (All duties listed here may only apply in certain locations without a hired custodian).

6. Keeps supervisor informed of any staffing issues or training needs as well as any issues that need to be addressed within the nutrition department.
7. Supervises and coordinates volunteers, community service workers and other non-traditional sources of labor.
8. Helps to develop and support fundraising activities, such as catering and special events, that benefit the department.
9. Works with donors and community supporters to build Meals on Wheels endowment, entrée program and on-going fundraising efforts.
10. Other duties as assigned by the County Manager.

REQUIRED EDUCATION AND TRAINING (including Accreditation and/or Licensing)

- ~ High School graduate or GED certificate required.
- ~ Experience working at a congregate meal site or any other comparable experience is required.
- ~ Valid Oregon Driver's License is required.
- ~ Supervisory experience preferred.
- ~ Obtain and maintain Oregon Food Handler's card within 6 months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

the body of information you have that can be applied in helping you to do the job

- ~ Advanced knowledge of kitchen equipment, nutrition standards, meal planning, and general kitchen safety.

Skills:

the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective

- ~ Exceptional people and operations supervisory skills are required.
- ~ Critical thinking skills and analytical skills required. Must be self-directed, have good time management and organizational skills.

Abilities:

the capacity to perform or to express a given skill

- ~ Demonstrate the ability to apply the required knowledge and skill listed to a positive work outcome.

- ~ Proficient in the use of kitchen equipment and measurement tools.
- ~ Demonstrate the ability to work in a fast-paced environment, simultaneously prioritizing efficient meal delivery and excellent quality food.
- ~ Demonstrate the ability to work pleasantly with the public and staff.
- ~ Must possess and demonstrate a propensity for serving others.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- ~ Position predominantly requires standing and walking but may also include the following: bending, lifting, carrying, and kneeling.
- ~ Ability to lift up to 50 lbs. to receive freight and rotate inventory, as needed.
- ~ Noise environment is that of a busy kitchen.
- ~ The kitchen temperature will run warmer, particularly during meal prep, due to operating equipment such as stoves and ovens.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
