



507 1<sup>st</sup> Avenue North  
Escanaba, MI 49829  
906-786-7080 - Phone  
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The Community Action Agency Senior Nutrition Program is accepting applications for:

**Head Cook** - Full Time, 40 hours per week at the Gladstone Senior Center Kitchen. Hours are scheduled from 5:00 a.m. to 1:00 PM Monday through Friday. Benefit package includes paid vacation, personal and sick time. Medical and dental insurance, life insurance and optional retirement.

Looking for applicants that have experience in bulk food prep (catering capacity). Entry wage will be \$12.76-13.80 per hour, based on experience.

Please submit resumes to Senior Nutrition Program, Attention: Jaime Roshak, 507 1<sup>st</sup> Ave North, Escanaba, MI 49829



**Job Title:** Head Cook

**Revised:** January 2021

**Reports To:** Kitchen Manager

**Location:** Kitchen

**Program:** Senior Services

**Classification:** Non-Exempt, Hourly

## POSITION OVERVIEW

Manages all aspects involving preparation and cooking of meals for Senior Nutrition Program. Must comply with Michigan Health Department standards as well as nutrition program standards for all kitchen operations.

## REQUIREMENTS

- High school diploma or equivalent.
- Minimum one-year experience in quantity cooking and staff supervision.
- Proven ability to make effective decisions and work well with others.
- Knowledge of computers and Microsoft Office programs.
- Proven ability to perform heavy work (lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds), stand/walk for up to seven hours, use hands for repetitive grasping, frequently bend and twist body, work around stoves, convection ovens, steamers and other commercial kitchen equipment, handling hot pots and pans.
- Submit to criminal background check.

## JOB ESSENTIALS

- Responsible for food prep and packing home delivered and congregate meals for program participants and other contracted meals.
- Must be able to handle all aspects of kitchen operations.
- Prepare menus that meet or exceed RDA standards while preparing acceptable meals for special events/holidays throughout the month.
- Plan and purchase raw food and supplies, using comparison shopping in order to stay within program budget.
- Make cooking decisions based on nutritional goals, daily count and the monthly menu.
- Practice safe food handling techniques. Comply with Michigan Department of Health standards and nutrition program standards for all kitchen operations.
- Maintain and update food and supply inventories.
- Inspect food, supplies upon delivery to insure safety and correct items are received.
- Maintain safe food temperatures while preparing and packing food to assure meals reach program participants safe food temperature set by Michigan Department of Public Health.
- Complete daily raw food sheets indicating total meal cost for the day.
- Work a flexible scheduled based on menu and meal counts and/or in absence of assistant cook.
- Create a cleaning and maintenance schedule and insure it is properly followed. Assist with cleaning when necessary.
- Supervise and direct all kitchen staff.
- Schedule staff based on daily meal counts and duties planned for the day.
- Complete and review annual performance evaluations for all kitchen staff.
- Keep Senior Services Director and Nutrition Manager apprised of potential problems that could negatively affect nutrition services.

- Maintain client/participant confidentiality.
- Participate in required staff trainings and meetings.

### **ADA Physical Activities Checklist**

#### **1. The physical activity of the position.**

- A. Climbing: Ascending or descending ladders, using feet and legs and/or hands and arms. Body agility is emphasized.
- B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching.
- C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Reaching: Extending hand(s) and arm(s) in any direction.
- G. Standing: Particularly for sustained periods of time.
- H. Walking: Moving about on foot to accomplish tasks.
- I. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- J. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- K. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- L. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Q. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- R. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

#### **2. The physical requirements of this position**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### **3. The visual activity requirements, including color, depth perception, and field vision.**

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e. Custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

#### **4. The conditions the worker will be subject to in this position.**

- A. The worker is subject to environmental conditions. Protection from the weather conditions but not necessarily from temperature changes.
- B. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than an hour. Consideration should be given to effect of other environmental conditions, such as wind and humidity.
- C. The worker is subject to noise. There is a sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND  
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF  
SENIOR SERVICES DIRECTOR OR SUPERVISOR**