



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time (29 hours/week) **Assistant Cook** in Menominee. Hours are generally scheduled between 7:00 a.m. – 2:00 p.m., Monday through Friday. No weekends or holidays.

A high school diploma or equivalent and a valid driver license are required.

We are looking for applicants that have experience in bulk food prep (catering capacity) and possess organizational and mathematical skills.

Entry wage is \$11.00 – \$11.50 depending on experience.

Benefits include paid vacation and sick time, 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to the Senior Nutrition Program, Attention: Jaime Roshak, 507 1<sup>st</sup> Ave N, Escanaba, MI 49829 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



**Job Title:** Assistant Cook  
**Revised:** January 2021  
**Reports To:** Head Cook

**Location:** Kitchen  
**Program:** Senior Services  
**Classification:** Non-Exempt, Hourly

## POSITION OVERVIEW

Assists with all aspects of preparing and cooking 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.
- Experience in quantity cooking.
- Proven ability to 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.
- Cook quality meals in both taste and appearance that fall within program standards and budgetary guidelines.
- Submit to criminal background check.

## JOB ESSENTIALS

- Responsible for assisting in food prep and packing home delivered and congregate meals for program participants and other contracted meals.
- Assist head cook in making cooking decisions based on nutritional goals, daily count and the monthly menu.
- In absences of head cook must be able to handle all aspects of kitchen operations.
- Practice safe food handling techniques. Comply with Michigan Department of Health standards and nutrition program standards for all kitchen operations.
- Upon request from head cook, maintain and update food and supply inventories.
- 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.
- Upon request from head cook, complete daily raw food sheets indicating total meal cost for the day.
- Upon request from head cook, assign and assist with cleaning.
- Upon request from head cook, assist with supervision of kitchen staff.
- Work a flexible scheduled based on menu and meal counts and/or in absence of head cook.
- 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**