



## JOB DESCRIPTION

**PROGRAM:** Housing & Community Services

**TITLE:** Head Cook

**JOB CLASSIFICATION:** Hourly

**SALARY RANGE:** \$27,684 to \$28,974

**DEPARTMENT:** Senior Nutrition Program

**IMMEDIATE SUPERVISOR:** Senior Nutrition Director – Housing & Community Services

**SUMMARY DESCRIPTION:** The Head Cook is responsible for the coordination and provision of Congregate and Meals on Wheels services at the Ilwaco Senior Dining location. The Senior Nutrition program provides meals for persons 60 years of age and over. In the congregate setting, the diners share this meal and have an opportunity to socialize with others. Meals are also provided for the homebound. Emphasis is placed on serving those persons with the greatest economic and social need.

### FUNCTIONAL RESPONSIBILITIES:

1. Register & engage with the diners; ensure a pleasant & congenial environment at the site; as necessary, provide information about and direct clients to additional services that would be helpful to them.
2. Recordkeeping: maintain activity roster of meals served; complete documentation for Insurance/Waiver meals & ensure authorization has been received from county/insurance companies for meals; record diner contributions & deposit funds; order supplies; submit weekly reports to the Senior Nutrition Director.
3. Maintain Senior Dining location in accordance with lease & host facility requirements/policies.
4. Implement Senior Dining location goals in accordance with the yearly contract goals.
5. Achieve a safe environment for diners, volunteers, and others at the site; report any safety incidents to Supervisor.
6. To maintain good standards of hygiene in the unit and personal hygiene
7. To assist with menus planning and costing
8. To provide innovative menu ideas
9. To accurately cost dishes for budgeting information
10. To control production to eliminate waste
11. To allocate work to volunteer kitchen staff
12. To clean heavy and light equipment
13. To be fully aware of, and able to carry out the full duties of a cook

### QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Two years of related experience.
3. Computer skills and ability to produce reports.
4. Must have own car, current WA Driver's License and auto insurance for occasional travel throughout the county. Clear driving record is required
5. Ability to pass and maintain a background check.

**LOCATION/WORKING HOURS:** Pacific County – Ilwaco Senior Center. Variable. The majority of time will be daytime work hours Mon – Fri in the Ilwaco center.

This position is subject to pre-employment drug testing.

**It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.**