

Tremonton City

Job Description

Job Title: Cook / Cook Substitute		
Department: Senior Center		
Location: 510 West 1000 North, Tremonton Utah		
Pay Level: A-1		
Physical Demands: Category III – Medium Work as per the Pre-Employment Evaluation Program		
Employment Status	Employment Classification	Required Equipment
Exempt	Full-time	City Vehicle
<input checked="" type="checkbox"/> Non Exempt	<input checked="" type="checkbox"/> Part-time	Cell Phone
Safety Sensitive	Part-time Recreation	Pager
On Call	Temporary/Emergency	Personal Protective Equip.
Public Safety	Firefighter/EMT	
Independent Contractor	Benefits	
	Contract	

Job Summary

Helps in meal preparation, serves Meals on Wheels and Congregate Meals, keeps kitchen area clean and workable at all times, cleans utensils and equipment as used, and helps with the menu as needed.

Supervision

Given: None

Received: Lead Cook

Essential Duties

- Safely prepares and stores food.
- Practices safe food handling.
- Keeps work and storage area clean.
- Goes grocery shopping as requested.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Kitchen appliances and utensils.

- Recommended Dietary Allowances (RDA) requirements and proper serving sizes.
- Making desserts.
- Convection and gas ovens.
- Cleaning appliances and walk in freezers.
- Safety in the kitchen.
- Diets and medications of the elderly.

Skills in:

- Cooking for groups of people.
- Planning menus and schedules.
- Proper cleaning techniques.
- Following rules and regulations.

Ability to:

- Work well with staff and the elderly.
- Be flexible.
- Work well under pressure.
- Communicate effectively verbally and in writing.
- Stay on task.
- Work on a timetable.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Maintain professional confidences.
- Understand and follow City ordinances and policies.

Physical Demands

- Stand or walk most of the time with bending, stooping, squatting, twisting, reaching, and working on irregular surfaces.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

Working Conditions

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is primarily performed in a kitchen or other environmentally controlled room.

Education & Experience

- A high school diploma or equivalent is required.

Special Requirements

- A one year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Must have a valid Food Handlers Permit.
- Must be Safe Serv Certified.
- Use of hair nets and gloves is required.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.