

BATH CHARTER TOWNSHIP

Senior Center Assistant Cook

Position Description

Reports to: Senior Center Head Cook

Positions Supervised: None

Employment Status: FLSA, Non-Exempt

Part Time: 26 hours per week, year round

Number of Positions: One (1)

Primary Function

The Senior Center Assistant Cook supports the Senior Center Head Cook with developing a nutritional and balanced menu, preparing and serving meals on a regular schedule in the Senior Center; purchasing food and other kitchen supplies per Senior Center budget and regulations; maintaining kitchen and meal site inventory; and maintaining a safe and sanitary kitchen. Occasional overtime required.

Specific Duties & Responsibilities

1. Assists with the development of nutritional meals and balanced menus using recipes appropriate for seniors, taking into consideration recommended daily requirements and special dietary needs.
2. Assists with the preparation and serving of nutritional lunches for those senior citizens that attend the Bath Township Senior Center.
3. May assist with ordering, picking up, and delivering lunch from a neighboring restaurant for senior citizens to eat at the Bath Township Senior Center.
4. Assists with purchasing food and operating supplies to meet nutritional requirements, reduce waste, and meet state regulations for food retention.
5. Assists in meeting state health standards for meal preparation and kitchen maintenance, including safety and sanitation meeting Mid-Michigan Health Department (MMHD), Michigan Department of Agriculture (MDA) and United States Department of Agriculture (USDA) standards. Assists in all inquiries/inspections by MMHD, MDA, and USDA.

6. Assists with maintaining daily records on the number and type of meals prepared and served, food temperatures, and use of any excess food; maintains inventory control over food items and kitchen supplies and equipment.
7. Assists in cleaning, shutting down and securing the Kitchen and Senior Center.
8. Performs other tasks as directed by the Senior Center Head Cook.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

- High school graduate, or the equivalent, preferably with experience in meal preparation, preferably with experience in group meal preparation, or equivalent combination of education and experience.
- Strong verbal communication, interpersonal, and customer-service skills.
- Good keyboarding skills with experience using Microsoft Office Suite programs.
- Must possess a valid Michigan driver's license and reliable transportation.
- Must pass a criminal background check and a drug test.

Program-related education and training may be required and paid for by Bath Charter Township, including, but not limited to:

- Mid-Michigan District Health Department Food Handling Certification and/or Food Safety Manager Certification.
- Certification in CPR and First Aid.

Physical Demands

- While performing the duties of this job, the employee is regularly required to stand for extended periods of time, sit, talk, see, hear, walk, handle objects and tools, and reach with arms and hands.
- The employee must frequently lift and/or move objects up to 15 pounds, and occasionally lift or move objects up to 50 pounds, and is regularly required to sweep and mop floors and clean tables.