

# Job Description

Class Title: Head Cook  
Department: Parks & Recreation  
Division: Senior Center

Grade Number: PPT 10  
Location: Community House

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## **General Purpose**

Performs a variety of routine and complex work in purchasing, preparing and serving food for the Senior nutrition program, home delivered meals and special event meals within guidelines of Federal, State, and County mandates, as well as guidelines established by the City of Two Rivers.

## **Supervision Received**

Work under the general supervision of the Senior Center Supervisor

## **Supervision Exercised**

Assistant Cook

## **Essential Duties and Responsibilities**

- Responsible for the operation of the kitchen for the nutrition program
- Assist as needed for special events and special meals
- Responsible for cost analysis of all food supplies used in meal preparation
- Prepare shopping lists, places orders for kitchen supplies and/or pick up needed supplies for meal preparation
- Oversee and assist staff and volunteers in the setting of tables, preparing and serving food, and clean up of kitchen/dining areas for nutrition and special event programs
- Responsible for the implementation of all Federal, State and County mandates regarding preparation and serving of food
- Plan for additional volunteers as needed for daily operations and special events, communicating need to supervisor and/or volunteer coordinator as soon as menu is released, and event is planned
- Prepare food for meals, i.e. peel potatoes, chop onions, etc.
- Operate dishwasher
- Cleans refrigerator/freezer and other equipment
- Serve food
- Oversee and assist the packaging of Meals on Wheels within all Federal, State and County mandates, as well as guidelines established by the City of Two Rivers
- Inventory food supply routinely
- Work with volunteers in a cooperative manner, utilizing their talents and the task to which they

were assigned

### **Peripheral Duties**

- Ensure compliance with all Title III mandates
- Provide input on menu preparation
- Maintain proper cleanliness of kitchen and request help with special cleaning
- Perform a variety of miscellaneous duties such as, but not limited to, answering telephone, miscellaneous errands, planning for the use of special equipment, assist with special programs and projects in the Senior Center
- Oversee and assist maintaining stocking of shelves in pantry
- All other duties as assigned

### **Desired Minimum Qualifications**

- Certification in State of Wisconsin Restaurant Manager Certification, or the ability to attain certification within one year of employment
- Completion of a high school degree or equivalent
- Any equivalent combination of education and experience that demonstrates the ability to perform duties and responsibilities

### **Necessary Knowledge, Skills and Abilities**

- Thorough knowledge of general group meal preparation
- Ability to work with Senior Center staff and volunteers in the nutrition program
- Must be a United States citizen
- Working knowledge of Title III Nutrition program rules and mandates
- Ability to operate a wide variety of commercial grade appliances (i.e. food slicer, mixer, dishwasher, convection and conventional ovens, stoves, portable cookers, etc.)
- Be able to read, interpret, and follow directions needed in food preparations and/or cleaning of kitchen areas and to write in the English language
- Ability to establish and maintain effective relationships with senior adults, employees, supervisors, program participants and the general public
- Must possess and maintain a valid Wisconsin Driver's License
- Use of computer programs including Microsoft Office Suite
- Ability to communicate effectively orally

### **Tools and Equipment Used**

- Use of all equipment listed in Knowledge, Skills and Abilities section above, as well as a variety of commercial and conventional kitchen hand tools.
- Office equipment such as, but not limited to, computer, copy/fax machine and telephone

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear. The employee is constantly required to use hands, tools, controls and reach and lift with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, distance vision, peripheral vision color vision, and the ability to adjust focus.

The employee also needs an accurate sense of smell and taste as they relate to quality food preparation.

Employee must be able to pass physical examination, which may require blood testing.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a kitchen, and occasionally in outside weather conditions. The employee is occasionally exposed to wet, hot, and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud due to operation of equipment in the kitchen.

**Selection Guidelines**

Formal application, rating or education and experience, oral interview and written examination, and reference checks

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

Approved by: Kevin Boehm Date: *February 21, 2019*