

## Job Description:

**Position Title:**       **Cook**  
Hourly – Non Exempt, Subject to Fair Labor Standards Act

Reports To:               Site Director and Nutrition Director

## Position Summary:

The cook is responsible for the preparation and cooking of meals for the congregate and home delivered programs according to the dietitian approved menus. The cook is responsible for ordering the raw food and program supplies necessary to provide the senior meals.

The cook is responsible for serving of meals at the senior site and packaging meals for home delivery participants. The cook is responsible to delegate appropriate duties to the aide or volunteers that will assist in the preparation and serving of food and clean up of the kitchen and serving area.

## Essential Job Functions:

1. Provides input to the nutrition director and/or site director in menu planning, likes and dislikes of participants, availability of foods donated, etc.
2. Purchases/Orders raw foods and program supplies as required by the nutrition program. Is responsible for using the most economical process for purchasing and preparing of menu items. Maintains adequate inventory of raw food necessary for the menu.
3. Is responsible for keeping food costs reasonable by price checking and requesting the most reasonably priced items available and still maintain the quality of the meal.
4. Is responsible for having the meals prepared according to all the rules and regulations in the nutrition handbook, the contract with Aging & Adult Care of Central WA and the health department.
5. Is responsible for clean up or the delegation of clean up of all areas following meal services.
6. Is responsible for recording and initialing any menu changes on the menu pattern form and maintaining the nutritional content of the menu when using substitutions.
7. Is responsible for taking and recording temperatures of congregate and home delivered meals.
8. Is responsible, along with the site director, aide and site committee, to select menus for the month. Ensures all persons involved sign the menu after selections are made.
9. Is responsible to list all frozen home delivered meals on a menu pattern for that purpose.

Okanogan County Transportation & Nutrition  
P.O. Box 471 Okanogan WA 98840  
(509) 826-7979

**Special Requirements:**

- Should have experience and background in preparing and serving meals to large groups.
- Should have experience ordering raw food and have the ability to track and monitor costs.
- Must be clean, neat, courteous and friendly.
- Have a good working knowledge of all levels of food preparation, serving, storing and handling leftovers.
- Have supervisory skills and data keeping skills
- Be an advocate for senior citizens
- Obtain and keep a current Food Handler's Permit
- Complete and submit a Washington State Criminal History Background inquiry form upon hire
- Must be physically able to perform functions of lifting large pans of food up to 50#, stirring, bending and cleaning of kitchen and serving areas
- Must be physically able to assist participants when necessary

**Training**

- Participate in a yearly nutrition training program

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of the principal job elements.*