

Tri-County Aging Consortium

EXTERNAL JOB POSTING BULLETIN

Job Requisition Number	Posting Date	Due Date	Pay
060617	June 8, 2017	Until Filled	Grade 4, Step 1 \$9.3333/hr \$9,707/annually
Job Title Cook (Part Time)			
Location Main Office – Central Kitchen			

General Responsibilities: Prepares meals for home delivery and offsite consumption while maintaining sanitation and safety standards.

Essential Job Functions: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

1. Produces recipes per TCOA guidelines to meet business levels within a strict timeline.
2. Directs other kitchen staff to achieve production requirements.
3. Preps fruits, vegetables and other food items for recipes. Examples include, but are not limited to, washing, paring, chopping, slicing and mixing ingredients.
4. Oversees the preparation of main dish meats, vegetables, casserole.
5. Bakes snacks & desserts.
6. Directs the preparation of salads, sandwiches and other side dishes.
7. Responsible for the portioning and packaging of meals. Ensures that appropriate food temperatures are maintained in the packing process.
8. Cleans kitchen utensils and work areas. Complies with Health Department Sanitation Standards in the performance of all work duties.
9. Works safely with all kitchen utensils. Examples include, but are limited to, blenders, ovens, mixers, grinders, fryers, steamers, slicers and knives.
10. Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

Knowledge, skills and abilities:

1. Commitment to the organization's missions and goals.
2. Computer skills sufficient to learn specific departmental software programs.
3. Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
4. Ability to work independently or as part of a team.
5. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
6. Ability to represent the Agency in a professional manner.
7. Must be able to adjust priorities to meet deadlines in a timely manner.
8. Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.

Requirements:

- High School Diploma or GED
- One year of cooking experience in a restaurant or cafeteria setting is required. Industrial cook experience is preferred.
- ServSafe certification, either current or completed within 12 months of employment.

Working conditions:

- The working environment is based in a kitchen environment where safe work practices are extremely important. Use of protective gear such as hats, aprons and gloves is required.
- Physical mobility is required for sitting, walking, bending and long bouts of standing. Must be able to carry and lift items between 40-70 pounds. Must have dexterity to operate kitchen equipment safely. Must be able to enter and access information using a computer. Must be able to communicate effectively with clients, volunteers, co-workers and vendors in person and over the phone.
- Sensory requirements include exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, high noise levels, water and cleaning compounds.
- Mental requirements include the ability to handle varying and intense levels of stress.

Health Insurance Portability and Accountability Act (HIPAA):

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline, up to and including termination.

Reports to: Food Production Supervisors

Work Location: Central Kitchen in Lansing, Michigan.

Work Schedule: Monday – Friday, 12:00pm to 4:00pm (20 hours per week)

Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to hr1@tcoa.org. You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org>.

TCOA is an equal opportunity employer