



COASTAL COMMUNITY ACTION PROGRAM
101 E. Market St
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Senior Nutrition

TITLE: Head Cook

JOB CLASSIFICATION: Senior Nutrition Specialists

SALARY RANGE: \$19.70 to \$21.22 per hour
+ Benefits (Medical, Dental, Vision, 401K)

DEPARTMENT: Social & Employment Services

IMMEDIATE SUPERVISOR: Nutrition Coordinators

SUMMARY DESCRIPTION: We are seeking an experienced, kind, passionate, dependable cook to prepare meals five days per week for our Older Adults in Jefferson County at our Port Townsend site.

FUNCTIONAL RESPONSIBILITIES:

1. Prepare, cook, and serve meals for approx. 20 to 40 seniors per day, from a pre-established menu.
2. Help facilitate the home bound meals program, and provide information regarding services to clients and families.
3. Provide support for the Senior Nutrition Coordinator and Program Specialist.
4. Help develop training programs for volunteers and trainees, delivery of training for volunteers and trainers.
5. Participate in bi-monthly cooks meetings.
6. Ordering for the particular site
7. Reconciling of cash donations daily and deposit weekly
8. Maintain high levels of sanitation and cleanliness standards
9. Follow all local, state, and federal regulations in prepping, storing, and cooking food daily.
10. Other duties as assigned.

QUALIFICATIONS:

1. Demonstrate working knowledge of Microsoft Office programs.
2. Ability to provide a supportive atmosphere for clients.
3. Ability to communicate orally and in writing.
4. Demonstrate reliability in time management and scheduling.
5. Knowledge of community services.
6. Valid driver's license and vehicle insurance required at all times
7. Ability to obtain food handlers card
8. Have HS diploma/GED
9. Ability to pass and maintain a background check.

LOCATION/WORKING HOURS: Port Townsend Senior & Community Center. 35 to 40 hours per week. Work hours are from 6:00am to 2:00pm Mon- Fri.

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.