



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:** \$19.89 to \$22.08 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 Clallam County at our Port Angeles site.

### FUNCTIONAL RESPONSIBILITIES:

1. Prepare, cook, and serve meals for approx. 30 to 60 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. Recruit volunteers for the particular site to assist with all aspects of the Senior Nutrition Program in Clallam County.
7. Ordering for the particular site
8. Reconciling of cash donations daily and deposit weekly
9. Maintain high levels of sanitation and cleanliness standards
10. Follow all local, state, and federal regulations in prepping, storing, and cooking food daily.
11. 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. Strong Customer Service skills
7. Valid driver's license and vehicle insurance required at all times
8. Ability to obtain food handlers card
9. Have HS diploma/GED
10. Ability to pass and maintain a background check.

**LOCATION/WORKING HOURS:** Port Angeles Senior & Community Center. This is a full-time position working 35 to 40 hours per week. Work hours are from 6:00am to 2:00pm Mon- Fri.

This position could be 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.