JOB DESCRIPTION

NUTRITION COOK

Department:	**Athletics & Leisure Services**	**Classification/Grade:**	9
Division:	Senior Services	**FLSA Status:**	Non-Exempt
Reports to:	Head Nutrition Cook	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Responsible for addressing nutrition needs of senior citizens as well as planning meals and meal preparation as part of the federal congregate and home delivered meals program for older adults.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public
2. Oversee all nutrition meal requirements for senior nutrition program.
3. Plan and directly assists in the preparation of meals.
4. Solely responsible for frozen meat preparation prior to next day meal.
5. Follow menu as prescribed by Division of Aging
6. Oversee portion control of meal for seniors.
7. Clean work area daily, including stove top, floor, refrigerator and walk-ins
8. Maintain necessary sanitary controls for good handling procedures.
9. Assist supervisor in formulating menus monthly.
10. Incorporate U.S.D.A. foods in menu planning.
11. Trains and orients production staff to their job responsibilities and to ensure compliance to all aspects of food production; prepares work assignments and schedules.
12. Supervises and assists subordinate personnel to process and prepare hot and cold foods following specified recipes, established guidelines and policies and procedures to meet all standard and special menu requirements.
13. Order food and supplies with Coordinators approval.
14. Attend training sessions for cooks.
15. Monitors the operation of kitchen equipment to ensure that employees follow established safety procedures and that equipment is functioning property.
16. Be dependable and meet acceptable attendance requirements at all times.
17. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Food services, facilities, equipment, operation and program services.
- Kitchen safety practices, procedures and rules.
- Methods used in preparing and serving food in large quantities.
- Food safety and sanitation requirements

Ability to:

- Establish and maintain effective working relationships with the senior center employees
- Follow written and oral instructions.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D.

Experience: One year previous experience working in cooking or preparing food for large groups.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a current Clark County Health District Food Handler Health Card, and, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed indoors in a climate controlled environment. Physical exertion is present due to frequent bending, reaching, kneeling, walking, sitting, climbing, twisting or standing for prolonged periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Must be available to attend evening and weekend meetings and programs and respond to emergency situations. Employee is subject to high level of public contact. Must carry/lift/push or pull loads of up to 25 lbs.

Job Hazards/Risk factors:

Employees risk physical hazard from working around hot equipment stoves, ovens and slippery floor surfaces.

Position is considered safety sensitive and is subject to drug testing

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2008 (Hours)
October 2009 (license)
July 2011 (Department)
June 2013 (Safety Sensitive)