



Hyrum

Job Description

Title:	Senior Center Cook & Custodian	Code:	181
Division:	Senior Center	Effective Date:	01/2024
Department:	Administration	Last Revised:	

GENERAL PURPOSE

Performs a variety of **working level, skilled duties** related to preparation and serving of congregate meals to senior center patrons. Ensures all meal preparations are performed in compliance with State of Utah Nutritional Guidelines. Performs a variety of **entry level unskilled and semi-skilled industrial housekeeping** duties as needed to assure proper cleaning and routine maintenance of senior center and related facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Citizen Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Oversees and performs in the preparation, cooking and serving of food to senior center patrons; utilizes recipes to determine required ingredients and their quality; calculates ingredients and quantities based on serving size and total number of meals to prepare; prepares ingredients prior to mixing, measures quantities of ingredients, and mixes ingredients according to quantity as specified by recipe, operates mixers, cutting instruments, stoves and other kitchen appliances as required; checks quality of food for each meal on a daily basis and modifies recipes as necessary to improve quality and nutritional content.

Cooks and prepares food for meals as scheduled; bakes pies, cakes, cookies, bread, salad, deserts, etc.; supervises the serving of meals; assures adequate portions are served consistent with standards, regulations, and nutritional needs; monitors cooking temperatures to ensure safe and timely serving of meals.

Follows established processes and completes various records to document cooking times and temperatures; ensures against the possibility of food-borne bacteria and related threats keeping with health department and HASPP guidelines; ensures proper labeling of all stored and thawed foods.

Maintains commercial kitchen for cleanliness and compliance with Health Department regulations. Maintains culinary equipment, performs safety operations related to use of kitchen equipment, supplies and work areas; washes pots and pans; sweeps and mops kitchen floor; cleans work area; clean trays and utensils daily, cleans sinks, kitchen appliances, cupboards, shelves on a routine and regular basis; cleans storage room, preparation area, and report necessary maintenance issues in a timely manner; mop floors, clean ovens and refrigerator, and other surfaces to maintain a highly sanitary kitchen environment.

Performs general custodial responsibilities based on identified needs and/or established routines, including, but not limited to: cleans, sanitizes, and deodorizes drinking fountains, rest rooms, including fixtures, toilets, sinks, and urinals; replenishes supplies in restrooms; sweeps, vacuums, mops, waxes, strips, and polishes floors; vacuums and shampoos carpet using manual and power equipment; vacuums and spot cleans main area, foyer, quilt room, office hallways, pool room; deep cleans on a regular schedule; cleans craft room; strip and wax kitchen and craft room floors.

Empties, cleans, and disinfects waste cans and other trash receptacles; dusts and cleans woodwork, walls, and windows using common cleaning equipment and products; sweeps and removes snow from sidewalks and entrances; cleans and dusts furniture; assists with minor repairs, replaces light bulbs, and paints interior of buildings as needed.

Wash and sanitize all dining tables; put tables and chairs away as necessary; moves and arranges senior center and building furniture and equipment. Sets up and breaks down tables and equipment for senior center events.

Keeps equipment and supplies in order and requests re-supply when needed from the Senior Center Director.

Identifies and reports safety hazards.

Maintains inventory of cleaning supplies and paper products.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

- 1. Education and Experience
 - A. Graduation from high school;
 - AND
 - B. Two (2) years of experience in institutional, restaurant, or related food service experience,
 - OR
 - C. An equivalent combination of education and experience.

- 2. Required Knowledge, Skills, and Abilities:

Working knowledge of cooking and baking techniques.

Skill in operating kitchen appliances and equipment.

Ability to read and follow recipes; establish and maintain effective working relationships with supervisors, co-workers; follow written and verbal instructions; communicate effectively verbally and in writing.

Ability to clean and maintain assigned areas and equipment; read and interpret labels on chemicals and supplies; operate, use, and care for a variety of building maintenance equipment, including sweepers, wet and dry vacuum cleaners, mop wringers, brooms, mops, waxes, and other cleaning materials and equipment; establish and maintain effective working relationships with fellow employees and those contacted in the scope of work; to interact with the public in a pleasant and effective manner, perform indoor and outdoor manual labor; understand and follow oral and written directions; work independently in the absence of supervision.

- 3. Special Qualifications:

Must possess a Utah State Food Handlers Permit. & Food Safety Manager Certification.
 Must possess a valid Utah Driver's License. Must be "Serv Safe" Certified.
 Must be CPR and First Aid Certified or be able to obtain certification within 3 months of employment.
 Must pass a pre-employment background check and drug screen.

- 4. Work Environment:

Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing essential to performance of daily duties. Typical limb dexterity is needed. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic lifting of up to 35 lbs. is common. Moderately heavy physical activity exerting 25-50 pounds of force occasionally and/or 10-25 pounds of force frequently. Job is subject to exposure to environmental and/or physical hazards. Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Exposure to toxic or caustic chemicals. Intermittent exposure to stress as a result of human behavior. Mental application utilizes memory for details, emotional stability, and clarity of thinking.

Disclaimer: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above disclaimer and job description. Date: _____
(Employee)