

Town of Erving, Massachusetts  
Food Services Cook Job description

<b>Position Title:</b>	Food Services Cook	<b>Grade Level:</b>	N-2
<b>Department</b>	Senior/Community Center	<b>BOS Approved:</b>	
<b>Reports to:</b>	Senior Center Director	<b>Range:</b>	

**Statement of Duties:** Position is responsible for the food service program for the Senior/Community Center in accordance with the policies and procedures of the Council on Aging, the Town of Erving, and state/federal requirements. Provides leadership, support, and guidance to ensure that food quality standards, inventory levels, and food safety guidelines are met. The position is responsible for maintaining and improving upon the efficiency and effectiveness of all area under his/her direction and control.

**Supervision Required:** Under the general supervision of the Senior Center Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** Employee performs work in a municipal senior community center commercial kitchen/ dining room, setting is subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. There will be times in the day when it will be more demanding during the peak lunch and pick-up time frame. Kitchen area can get warm at times throughout the day and you must be able to adjust to the manual changes.

**Nature and Purpose of Relationships:** Relationships are primarily with the Director and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Positive attitude and patience is a must.

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**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Plans and prepares menus, purchases food and serves meals for individual at the Senior Center and the special events at the Center
2. Oversees the preparation and handling of food by volunteers and trains volunteers when necessary to ensure that sanitary guidelines are followed
3. Collaborates with the Director in providing necessary documentation regarding costs analysis for food purchased
4. Inventories supplies, places orders and stores food supplies in an appropriate manner
5. Devises a weekly cleaning schedule, maintain, and organize kitchen appliances and equipment and serving/dining areas
6. Works outside of regular hours for special events, including evenings on occasion
7. Performs similar or related work as required, directed, or as the situation dictates

**Recommended Minimum Qualifications:**

**Education and Experience:** Must have a High School diploma; three years of prior work experience working as a cook and meal planner in a food service field, preferably with experience preparing meals and an understanding of nutritional restrictions; an equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential function of the job may be considered.

**Special Requirements:** Must be able to pass a CORI background check; must have current ServeSafe certification or willing to get certification within 6 months. Must have Massachusetts Allergen Awareness Training; Have a valid driver's license and able to operate a motor vehicle. Must have a vehicle for food shopping purposes. Must have strong cooking and planning skills

**Knowledge, Abilities and Skill**

**Knowledge:** Operating in a commercial kitchen, experience with a gas oven & 8 burner range, convection oven & dish sanitizer. Excellent meal planning skills, basic word computer skills, ServeSafe kitchen skills, knowledge of safety, sanitation and storage of food. Knowledge of purchasing, prepping and preparing food for a group and staying within budget restraints.

**Abilities:** Ability to cook and plan meals. Plan and prioritize work, and perform multiple tasks within a timely manner, and be self-motivated. Ability to provide customer service to the public in a diplomatic and efficient manner. Ability to access the internet to obtain information in support of department operations. Ability to communicate clearly and concisely verbally and in writing. Ability to operate personal computers and other office equipment in an efficient manner. Able to operate commercial kitchen equipment. Ability to create a meal plan in advance within a budget, design the menu and print at least one week in advance for significant signups. Able to be a team player. Must have attentiveness to detail, creativity and keep kitchen sanitary. Able to make fast-paced decisions with a positive attitude.

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**Skills:** Excellent cooking skills, perform work accurately and efficiently despite frequent interruptions. Must have skill in working within a budget. Oral/written communication skills, attention to details. Planning and organizing skills, problem solving, self-management, ability to work under pressure while staying calm, multitasking. Working well as a team player. Dependable, efficient and punctual.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** The position may have high physical demands that are required to perform the work. Work effort principally involves periods of stooping, walking, standing and reaching. The employee is occasionally required to lift, push, or pull objects such as kitchen equipment, food supplies, and standard cafeteria equipment. Ability to lift up to 60 pounds.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as the operation of a personal computer, use of kitchen equipment, cutting utensils etc. Must be able to write clearly for daily reports

**Visual Skills:** The employee is required to read documents and reports for understanding and analytical purposes. The employee is rarely required to review non-written materials or to determine color differences, must be able to read food thermometer and report temperatures on daily reports required by LifePath