



NOTICE OF EMPLOYMENT

POSITION: Assistant Cook

DEPARTMENT: Council on Aging

POSITIONS OPEN: 1

OPEN DATE: June 12, 2019

CLOSE DATE: OPEN UNTIL FILLED

SALARY RANGE: \$13.21/hour

EMPLOYMENT

STATUS: PART TIME, NON BENEFITTED POSITION

JOB SUMMARY

Performs a variety of duties in the Senior Center related to the preparation of meals for Congregate and Home Delivery; Assist the Cook in preparation of the meals and help with packaging and sealing of meals for the Meals on Wheels process; Position will work up to 20 hours per week; Works under the direction of the Center Director.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent

Knowledge of nutrition, sanitation and cooking standards

Prefer work related cooking experience for large groups

Applicants must have the ability to meet and serve the public in a positive manner

SPECIAL QUALIFICATIONS

Must have a valid Utah Drivers License in accordance with Iron County Vehicle Policy

Must have a valid Food Handlers Permit and obtain Serve Safe Certificate within 3 months of hire

Knowledge of all kitchen equipment, slicing, chopping, and operating ovens and stoves for cooking at high temperatures

Knowledge of nutrition, sanitation and cooking standards

Knowledge of all policies in place for the Nutrition Program

*This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. **Please see full job description** for a more detailed list of duties. Iron County is a drug-free workplace successful applicants for positions in the County must successfully pass a drug screen. Successful applicants for this position are required to pass a background screening.*

Prior to submitting an application please read the directions provided with the Application form found on Iron County's website. Applications must be received on or before the closing of this posting by 5:00p.m. MST

APPLICATION FORMS ARE AVAILABLE AT www.ironcounty.net

IRON COUNTY EMPLOYMENT APPLICATION MUST BE SUBMITTED TO:

Iron County Human Resource Office

82 North 100 East Suite 204

Cedar City, UT 84720

Or by email to: jobs@ironcounty.net

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



IRON COUNTY

Title:	Assistant Cook		
Division:		Effective Date:	11/2011
Department:	Council on Aging	Last Revised:	07/25/2014
FLSA:	Non Exempt	Level:	3.09

GENERAL PURPOSE

Performs a variety of duties in the Center related to preparation of meals for Congregate and Home Delivered Meals.

SUPERVISION RECEIVED

Works under the direction of the Iron County Senior Citizens Director

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Assist the Cook in preparation of the meals and helping with the Meals on Wheels process of sealing and packaging.
- Responsible to have knowledge of all duties in the kitchen, if Cook is absent.
- Other duties as assigned

EDUCATION AND EXPERIENCE

Qualifications include High School graduation or equivalent

1. **Knowledge, Skills, and Abilities:**

Knowledge of all kitchen equipment, slicing, chopping, and operating ovens and stoves for cooking at high temperatures.

Knowledge of nutrition, sanitation and cooking standards.

Knowledge of all policies in place for the Nutrition Program.

2. **Special Qualifications:**

Must have valid Utah Drivers License in accordance with Iron County Policy

Iron County Food Handlers Permit

Must obtain Serve Safe Certificate within 3 months of hire

3. **Physical Demands:**

Regularly walk, stand, or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; use tools or equipment requiring a moderate degree of dexterity

4. **Work Environment:**

Work is performed in a kitchen, or other environmentally controlled room.

Disclaimer: 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 job description. Date: _____
(Employee)