
TOWN OF MEDWAY

JOB POSTING

Part Time Council on Aging Cook

The Town of Medway seeks qualified candidates for a part time (20) hour per week Cook position in the Council on Aging Department.

Responsibilities include: Manage the foodservice program for the Council on Aging according to policies and procedures, and federal/state requirements. Provides leadership, support, and guidance to ensure that food quality standards, inventory levels, and food safety guidelines are met. The Cook is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Minimum Qualifications: Qualified candidates must be certified in basic First Aid, Heimlich Maneuver, Serve Safe, and Allergen Awareness. Must have working knowledge of nutrition and the preparation of meals for large groups. Knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the operation of a public kitchen and preparation of meals. Ability to interact in a positive and effective manner with employees and the public and to work independently. Ability to operate a variety of kitchen equipment at an efficient speed. Ability to organize work and manage multiple tasks in a timely manner. Basic knowledge of using computer and office equipment. Must be able to lift up to 60lbs.

Please send resume to: Human Resources Coordinator, kbird@townofmedway.org

Date of Posting: June 13, 2018

Salary: \$15.00/hour

Closing Date: June 27, 2018

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPS Office, Police Station

Medway Council on Aging Cook

Position Purpose:

The purpose of this position is to manage the foodservice program for the Council on Aging according to policies and procedures, and federal/state requirements. Provides leadership, support and guidance to ensure that food quality standards, inventory levels, and food safety guidelines are met. The Cook is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied duties of a routine to semi-complex nature following acceptable standards of quality and performance; requires the frequent exercising of independent judgment and tact when planning nutritious meals at the Senior Center.

Supervision Received: Works under the general supervision(s) of the Council on Aging Director. Generally establishes own work plan and completes work in accordance with established department policies and standards. Performs varied and responsible duties requiring independent judgment.

Supervision Given: Supervises various volunteers.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Plans and prepares menus, purchases food and serves meals for individuals at the Senior Center and special events at the Center. Must be certified by the Commonwealth as a "Serve Safe" program.

Oversees the preparation and handling of food by volunteers and trains volunteers when necessary to ensure that sanitary guidelines are followed.

Collaborates with the COA Director in providing necessary documentation regarding cost analysis for food purchased.

Inventories supplies, places orders and stores food supplies in appropriate manner.

Devises a weekly cleaning schedule, maintain, and organize kitchen appliances and equipment and serving/dining areas.

Works outside of regular hours for special events, including evenings on occasion.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Special Requirements:

First Aid

Heimlich Maneuver Certified

CORI Certification

Serve Safe Certification

Allergen Awareness Training

Knowledge: Working knowledge of nutrition and the preparation of meals for large groups of people. Thorough knowledge of “serve safe” regulations. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the operation of a public kitchen and preparation of meals.

Ability: Ability to interact in a positive and effective manner with employees and the public and to work independently. Ability to operate a variety of kitchen equipment at efficient speed. Ability to organize work and manage multiple tasks in a timely manner.

Skill: Skill in using basic computer and office equipment. Good judgment and tact necessary to maintain effective staff and customer relations. Efficient skill level in the management of a food nutritional program for the elderly.

Physical 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 essential functions.

Work is performed in a kitchen setting, subject to moderate noise and is exposed to hot and cold temperatures frequently found in a kitchen environment. A significant amount of time is spent standing, walking, stooping or reaching. Frequently required to lift up to 60 pounds. Normal vision requirements. Required to operate kitchen equipment in a safe manner and in accordance with manufacturer’s operating instructions. Communicates menus to customers.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)