

# Head Cook for Senior Citizen Nutrition Program



The Castroville Senior Center seeks a Head Cook for part-time position. The Head Cook will oversee a commercial kitchen and deliver great tasting hot meals to a deserving population—our senior citizens.

This position is responsible for the planning and preparation of meals for SNP participating senior citizens. The Head Cook will develop monthly menus in accordance with Senior Nutrition Program guidelines; order and purchase supplies as needed; supervise volunteer and youth staff; maintain inventory of food and supplies; train staff in food preparation; develop/follow sanitation procedures in accordance with the federal, state, and local health regulations, and licensing codes.

Any combination of education and experience which would demonstrate the knowledge and abilities as stated above. A typical way to obtain the knowledge and abilities would be: One to two years of commercial kitchen experience to include menu planning, ordering and purchasing supplies, inventory control, and sanitation procedures. One year in a management position to include training, scheduling, and supervising personnel.

A valid CA driver's license and ServSafe certificate are required. Must become CPR/First Aid certified within three months of gaining employment.

Work Schedule: Monday to Friday, 9:00 AM to 2:00 PM.

Hourly Pay Rate: \$14 to \$15

Worksite: North County Rec and Park District, 11261 Castroville, CA

Submit resume by **7/24/2020** via email to **HR@ncrpd.org**. Visit **ncrpd.org/about/careers** for a complete job description.

# **North County Recreation and Park District HEAD COOK SENIOR NUTRITION PROGRAM**

## **DEFINITION**

Prepare and cook food for Senior Nutrition Program; order and purchase supplies; prepare monthly menu; and supervise senior aide and volunteers during food preparation and serving process.

## **ESSENTIAL DUTIES**

- Develop monthly menus in accordance with Senior Nutrition Program guidelines
- Cook meals for Senior lunch program
- Order and purchase supplies as needed
- Supervise volunteer and youth staff
- Maintain inventory of food and supplies
- Train staff in food preparation
- Develop/follow sanitation procedures in accordance with the federal, state, and local health regulations, and licensing codes.

## **QUALIFICATIONS (Knowledge/Abilities/Physical Requirements)**

- Cooking in a commercial setting for 100 persons or more
- Food preparation in a commercial setting
- Ordering and purchasing supplies in quantity
- Supervision and training of other staff members
- Commercial sanitation procedures
- Nutritionally balanced menu planning
- Baking and dessert preparation in a commercial setting
- Soup preparation in a commercial setting
- Courteously direct and supervise program personnel
- Plan monthly menus in keeping with nutritional needs for Senior program
- Prepare meals for large groups
- Keep accurate records and inventory
- Train personnel in all aspects of commercial kitchen procedures
- Operate motor vehicle
- Bilingual (preferred but not required): English/ Spanish
- Communicates orally and in written form with employees, volunteers, and general public.
- Must be able to lift from up to 40 pounds
- Work indoors and stand for extended periods of time
- Uses commercial kitchen equipment
- Use hands, arms, and fingers in preparation of meals
- Occasional climbing, pushing, and pulling

## **Training and experience**

Any combination of education and experience which would demonstrate the knowledge and abilities as stated above. A typical way to obtain the knowledge and abilities would be: One to two years of commercial kitchen experience to include menu planning, ordering and purchasing supplies, inventory control, and sanitation procedures. One year in a management position to include training, scheduling, and supervising personnel.

## **Special Requirements**

- Possession of/or ability to acquire CA drivers license
- Possession of/or ability to acquire ServSafe Food Handler Certificate
- Possession of/or ability to acquire CPR and First Aid certificate