

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Head Cook Aztec Senior/Community Center  
**Department:** Senior/Community Center  
**Shift:** Part Time 19 hours per week  
**Pay Plan:** Level 8 @ \$15.00/HR  
**Exempt:** No  
**Reports To:** Senior/Community Center Director  
**General Direction From:** Senior/Community Center Director  
**Position Closes:** **POSITION OPEN UNTIL FILLED**

### PURPOSE & NATURE OF JOB

Under general direction of the Center Supervisor and in accordance with programs and policies of the City of Aztec, this position is responsible for independently planning and carrying out assigned duties and responsibilities related to the senior lunch program. This position will prepare daily noon meals at the senior center and for home delivery; keep accurate and up-to-date records; requisition food and supplies; and supervise other kitchen staff. This position is to maintain a positive attitude and a professional appearance.

### ESSENTIAL DUTIES

- Prepares daily meals in accordance with approved menus and recipes, provided by NWNMS, including all phases of cooking, and baking and preparing correct amounts of food cooked.
- Serves meals to seniors in a cafeteria type operation and prepares home-delivered meal trays.
- Inspect food for correct portion size, temperature, and appearance.
- Supervises two employees in clean-up procedures after the meal and will assist with cleaning duties.
- Maintains records of temperature logs, always keeps perpetual inventory current,
- Enforces safety and health regulations in the kitchen.
- Completes food order and checks food deliveries with invoices and food orders.
- Keeps freezers, refrigerators, appliances, steam table, oven, stove etc. clean and in good working condition.
- Dates all items received and rotates stock according to dates.
- Directs work of other kitchen staff.

Handles leftover food in accordance with rules and regulations set by Long Term Services and New Mexico State.

## RESPONSIBILITIES

<b>Supervision:</b>	Performs as a first-line supervisor. Is responsible for quality and quantity. Trains, schedules, evaluate and assign work to other kitchen staff.
<b>Public Contact:</b>	Recurring contact with the public.
<b>Budget:</b>	Responsible to monitor the budget as set by NWNMSI.
<b>Other:</b>	Required to provide quality service.

## GENERAL INFORMATION

The duties/responsibilities listed 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.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

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<b>Education:</b>	Must have (2-5) years in quantity food preparation or Must have knowledge and/or experience in cooking, cooking low-fat, low sodium, diabetic-friendly meals. Two years of supervisory experience. Must have experience with food and inventory systems. Must have good record keeping skills and basic math skills. Experience working with seniors a plus. Always provide a high level of customer service. Must be able to establish and maintain good working relationships with employees and seniors. CPR/First Aid within six months of hire date.
<b>Experience:</b>	Must be knowledgeable in proper food handling procedures, safety and sanitation regulations.
<b>Knowledge:</b>	n/a
<b>Certificates/Licenses:</b>	n/a
<b>Recertification:</b>	n/a
<b>Use of Tools and/or Equipment:</b>	Commercial kitchen equipment, Computer, Fax, Adding Machine, Copier and Telephone

## WORK ENVIRONMENT

- Physical Demands:** Effort is exerted regularly for sustained periods of time. Strain may be for frequent or moderate duration. Moderate heavy lifting (50-70lbs), pushing, and pulling. High manual dexterity required.
- Hazards:** Exposure to hazardous work conditions (heat, slippery floors, burns, etc.)
- Exposures:** Recurring conditions which involve chance of injury.