

**Sherman County**  
**Sherman County Senior & Community Center**  
**Head Cook & Kitchen Coordinator**

**Job Description**

---

JOB TITLE: Head Cook and Kitchen Coordinator

EXEMPT: No

REPORTS TO: Sherman County Senior & Community Center Director

---

**SENIOR MEAL PROGRAM COOK:** Regular part-time, salaried position, 30 hours per week or .75 FTE.

**GENERAL STATEMENT OF DUTIES:** Purchases food supplies per Senior Meal Program budget and regulations; prepares and serves group meals and home-delivered meals for seniors in the Senior Meal Program on a regular schedule; maintains kitchen and meal site inventory; maintains a safe, sanitary kitchen; immediately reports concerns and problems to the Supervisor who provides a formal evaluation once annually.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Sherman County Senior and Community Center [Center] Director, subject to Sherman County Personnel Policies.

**ESSENTIAL DUTIES:**

1. Develops nutritional meal menus using recipes appropriate for seniors on-site and for delivery, including USDA recommended daily requirements and those for special diets as needed or requested, with portions meeting Older Americans' Act regulations.
2. Purchases food supplies to meet these requirements and budgetary restrictions; exercises control to reduce waste and meet state regulations for food retention.
3. Responsible for reviewing quality and appropriate use of donated food, fresh or commercially-prepared. Documents all donations.
4. Prepares and serves noon meals and meals-on-wheels for the Senior Meal Program in the Senior Center kitchen
5. Responsible for preparation and delivery of congregate and home-delivery meals ready at the scheduled times.
6. Trains and supervises a substitute cook and volunteers who assist in the kitchen, and requires these volunteers to submit a volunteer interest form to the Sherman County Court, pass criminal history checks and maintain valid Oregon Food Handler's Certification. Trains paid and unpaid kitchen staff to meet state health standards for meal preparation and kitchen maintenance.
7. Responsible for kitchen maintenance, including safety and sanitation meeting Public Health Department standards. Schedules an annual sanitation inspection by the Health Department.
8. Understands the budget and orders meal and kitchen supplies as budgeted and authorized.
9. Maintains an inventory of kitchen equipment, supplies and food supplies.
10. Receives and supervises storage of freight.
11. May suggest changes or implementation of kitchen policies to the Supervisor.
12. Responsible for locking the Senior Center doors when she/he is the last person to leave for the day.
13. Performs other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

1. **Ability** to work closely with other agency personnel; communicate effectively orally; deal tactfully with the public; establish and maintain an efficient, orderly kitchen; develop appropriate menus and coordinate and prepare meals; establish and maintain effective working relationships with superiors and peers; comprehend and follow instructions; make arithmetic calculations accurately at an acceptable speed; prioritize concurrent demands; work independently; maintain a courteous, helpful manner; work in a team environment; understand and explain the Senior Meal program and government regulations;

and work with Public Health and meal program inspectors; use word processing [Microsoft Word or WordPerfect] and spreadsheet software [Microsoft Excel] programs

2. **Knowledge:** Considerable knowledge of group meal preparation and nutrition requirements for seniors; understanding of the requirements, regulations and standards for a Senior Meal Program and kitchen; understand and adhere to Sherman County personnel policies, Senior Meal Program regulations and Senior Center policies.
3. **Special Qualifications:** Valid Oregon driver's license and insurance as required by the State of Oregon, reliable transportation. Must maintain valid Oregon Food Handler's Certification. Must pass a criminal background check.

**EDUCATION AND/OR EXPERIENCE:**

1. High school graduate, or the equivalent, with at least three years of experience in meal preparation, preferably with experience in group meal preparation, supervision of volunteers and program management or equivalent combination of education and experience.
2. Program-related education and training may be required and may be paid by the program.

**PHYSICAL DEMANDS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to stand, sit, talk, see, hear, walk, handle objects and tools, and reach with arms and hands.
2. The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 40 pounds, and is regularly required to sweep and mop floors and clean tables.

**EVALUATION:**

The Senior Meal Program Cook's work is evaluated formally once each year by the Supervisor. Interim reviews are conducted through informal conferences and status reports.

**FUNDING DURATION:**

This position is funded by grant and county funds. If funding ends, this position may be eliminated or downsized.

---

I, \_\_\_\_\_, have read and agree to the functions, responsibilities, requirements and demands of the position description above.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date