



COOK JOB DESCRIPTION

POSITION SUMMARY

This is not your typical cook position! It's a chance to give back to your community, enjoy great work-life balance with a four-day workweek, no nights or weekends, and receive great benefits like health and dental insurance and paid holidays. If you're looking for a rewarding job that strengthens your career goals while helping your community, then working as a Cook for the Council on Aging of Central Oregon may be for you.

As the Cook, you'll work closely with staff and volunteers to prepare and package meals for Meals on Wheels (home-delivered meals) and in-person community dining programs at the Senior Services Center in Bend. You'll report to and follow the lead of the Executive Chef. Bilingual candidates are encouraged to apply.

HOURS

36 hours per week. 6:00 AM - 2:30 PM, Tuesday and Friday. 6:00 AM - 4:00 PM, Wednesday and Thursday.

COMPENSATION

The salary for this position is between \$19.00-\$21.00 per hour depending on experience. Council on Aging offers a complete benefits package, including health, dental and vision care; a 403(B) retirement plan, generous paid time off, an Employee Assistance Program, and more.

NOTE: DUE TO THE VULNERABILITY OF THE POPULATION WE SERVE, ALL EMPLOYEES OF THE COUNCIL ON AGING MUST BE UP-TO-DATE ON COVID VACCINATIONS AND BOOSTERS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

- Prepare ingredients for meals including chopping, peeling, cutting, blending, etc.
- Undertake basic cooking duties such as reducing sauces, parboiling food, etc.
- Assemble meals for serving
- Ensure an excellent presentation
- Comply with food handling and storage regulations
- Assist with maintaining successful health department survey inspections.

- Manage, rotate, and inventory products to ensure freshness and safety.
- Maintain a high level of professionalism and confidentiality with clients and client records.
- Have a positive and productive working relationship with colleagues and volunteers.
- Perform other responsibilities as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma and two or more years of food service experience; or equivalent combination of education and experience.
- Knowledge of food preparation, sanitation, and safety processes in a commercial kitchen.
- Ability to follow printed recipes and plate specifications.
- Possess or be able to obtain a Food Handler certification.
- Function in a fast-paced, busy environment as a part of a team.
- Have strong organizational, planning, and prioritization skills.
- Proficiency in customer service and problem resolution.
- Capacity to work independently with minimal supervision
- Ability to communicate effectively with different types of people
- Maintain personal hygiene in accordance with Oregon Health Authority.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying, and relocating 50 lbs.
- Vision abilities required include close vision, distance vision, and the ability to adjust focus.
- Finger dexterity for mixing, scooping, grasping, and repetitive motions.
- Work standing for extended periods (up to 8 hours).
- Ability to work indoors and outdoors and withstand extreme hot and cold temperatures.

TO APPLY

Send resume to Cathy Lang at clang@councilonaging.org