



**HILL COUNTY**  
**JOB POSTING/ DESCRIPTION**  
**December 28, 2022**

**Job Title:** Head Cook (*Haure Senior Center*)

**Department:** Council on Aging

**Type:** (1) Full-time

**Accountable To:** Site Manager/Director HCCA

**Wage:** \$16.12 hourly

**Job Overview:** Plans menu and prepares meals for up to three hundred elderly people who attend congregate meal sites or are housebound. Supervises kitchen staff. This position performs technical duties of preparing large quantities of food following federal guidelines for nutrition and safety. Position is in charge of kitchen staff and sees that health and safety standards are met and food is prepared in a timely manner. Position requires patience and ability to establish good rapport with elderly citizens. Hazards of position include working with hot liquids, heavy pans and sharp kitchen utensils. Must be aware of special food needs of elderly people.

**Essential Functions (Major Duties or Responsibilities):** Position requires ability to: supervise; prepare large quantities of nutritious, tasty food; carry trays and pots; stir ingredients; follow large quantity recipes; lift heavy containers; operate kitchen appliances; use kitchen utensils; clean kitchen as time permits; maintain records. Work closely with the Meals on Wheels driver. Possible out of town travel to other sites if needed.

**Knowledge, Skills and Abilities:**

**Knowledge:** This position requires knowledge of large quantity food preparation and nutrition.

**Skills:** This position requires skills in cooking healthy, tasty meals for large numbers of people.

**Abilities:** This position requires the ability to: follow standards of cleanliness and safety; complete kitchen tasks in a timely manner; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisor, and the public. Adheres to Hill County Policies and Hill County Council on Aging structure.

**Minimum Qualifications (Education and Experience):** The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma (or equivalent).
- Experience in large quantity food preparation and cooking.
- Experience in staff supervision preferred.
- Knowledge about special diets (example: diabetic, low sodium, etc)

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

**Hill County is an equal opportunity employer.** Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

<i>William J. Lanier</i>	Director of HCCA	12/28/2022
<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>

**Commissioner's Review:**

<i>Diane McLean</i>	<i>Commission Chair</i>	<i>12-28-2022</i>
<b>Diane McLean</b>	<b>Title</b>	<b>Date</b>

<b>Mark Peterson</b>	<b>Title</b>	<b>Date</b>
<i>Jacob Strissel</i>	<i>COMMISSIONER</i>	<i>12.28.22</i>
<b>Jacob Strissel</b>	<b>Title</b>	<b>Date</b>

**Human Resources Review**

**Step: 1**                      **Grade: 11**                      **Rate of Pay: \$16.12 per hour**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt                       FLSA Non-Exempt
- Appointed                       Elected

**Union Bargaining Unit:**

**Human Resources:**

<i>[Signature]</i>	Human Resources	<i>12.28.22</i>
<b>Signature</b>	<b>Title</b>	<b>Date</b>

**HILL COUNTY**  
**POSITION DESCRIPTION**  
**December 28,2022**

**POSITION:** Head Cook (*Havre Senior Center*)

**DEPARTMENT:** Council on Aging

**ACCOUNTABLE TO:** Site Manager or COA Director

**SUMMARY OF WORK:** Plans menu and prepares meals for up to three hundred elderly people who attend congregate meal sites or are housebound. Supervises kitchen staff.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical duties of preparing large quantities of food following federal guidelines for nutrition and safety. Position is in charge of kitchen staff and sees that health and safety standards are met and food is prepared in a timely manner. Position requires patience and ability to establish good rapport with elderly citizens. Hazards of position include working with hot liquids, heavy pans and sharp kitchen utensils. Must be aware of special food needs of elderly people.

**Personal Contacts:** Daily contact with COA site staff; frequent contact with senior citizens both in person and on the telephone.

**Supervision Received:** Daily supervision from the site manager or the COA Director.

**Supervision Exercised:** Daily supervision of kitchen staff.

**Essential Functions:** Position requires ability to: supervise; prepare large quantities of nutritious, tasty food; carry trays and pots; stir ingredients; follow large quantity recipes; lift heavy containers; operate kitchen appliances; use kitchen utensils; clean kitchen as time permits; maintain records. Work closely with on the Meals on Wheels driver.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

Plans menu with supervisor; plans food buying; sees that kitchen staff training is ongoing; ensures health standards are being met.

Prepares large quantity meals that are healthy, tasty, and attractive; assures meals meet one third of the daily food requirement for seniors; uses commodities to the fullest. Ensures all local, state, and federal requirements for preparing a public meal are met. Sees that meals are prepared on time.

Is aware of and plans for seniors eating habits

Cooks economically to stay within grant budget

Performs other related duties as required

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of large quantity food preparation and nutrition.

**Skills:** This position requires skills in cooking healthy, tasty meals for large numbers of people.

**Abilities:** This position requires the ability to: follow standards of cleanliness and safety; complete kitchen tasks in a timely manner; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisor, and the public. Adheres to Hill County Policies and Hill County Council on Aging structure.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma (or equivalent).
- Experience in large quantity food preparation and cooking.
- Experience in staff supervision preferred.
- Knowledge about special diets (example: diabetic, low sodium, etc.)

### **JOB PERFORMANCE STANDARDS:**

Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. Example of job performance criteria include, but are not limited to, the following:

- Performs assigned duties; Some travel to other sites if needed.
- Plans menu within budget to meet taste and health requirements.
- Prepare healthy, tasty meals in a timely manner.
- Meets federal and state health and nutritional requirements for meals.
- Uses commodities and stays within budget.
- Effectively supervises kitchen staff.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Work some weekend and evening hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.