



**HILL COUNTY**  
**JOB POSTING/ DESCRIPTION**  
**September 21, 2023**

**Job Title:** Kitchen Aide/Cook

**Department:** Council on Aging

**Type:** (1) Part-time (15-20 hrs per week)

**Accountable To:** Director HCCA

**Wage:** \$13.92 hourly

**Job Overview:** Cleans kitchen, assists with meal preparation duties, and works in the kitchen under the head cook. Backup Meals on Wheels delivery driver.

**Essential Functions (Major Duties or Responsibilities):** This position performs physical labor duties of cleaning. Hazards of position include working with chemicals, hot liquids, and heavy trays. Must adhere to safety standards. Position requires ability to: clean kitchen, pots, and dishes; use kitchen utensils to prepare food; wash in a deep sink.

**Knowledge, Skills and Abilities:**

**Knowledge:** This position requires the ability to cook and prepare food for a large number, and basic knowledge of cleaning and managing a kitchen.

**Skills:** This position requires skills in cooking supervising and good time management;

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

**Physical and Environmental Demands:** Drive in severe or adverse weather conditions (When filling in for Backup Meals on Wheels Delivery Driver)

**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 working in the kitchen of a public facility preferred

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.

Heather Sinclair Director of HCCA 9-22-23  
Immediate Supervisor Title Date

**Commissioner's Review:**

Mark Peterson Commissioner 9-22-23  
Mark Peterson Title Date

Sheri Williams Commissioner 9-22-2023  
Jacob Strissel Title Date  
Sheri Williams Title Date

**Human Resources Review**

Step: 1 Grade: 7 Rate of Pay: ~~12.42~~ <sup>\$13.92</sup> 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:**

Brittany L Stygles Human Resources 9.22.23  
Brittany L Stygles Title Date

**HILL COUNTY**

**POSITION DESCRIPTION**

**JUNE 2008**

**POSITION:** Kitchen Aide/Cook

**DEPARTMENT:** Council on Aging

**ACCOUNTABLE TO:** Hill County Council on Aging Director

**SUMMARY OF WORK:** Cleans kitchen, assists with meal preparation duties, and works in the kitchen under the head cook. Backup Meals on Wheels delivery driver.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs physical labor duties of cleaning. Hazards of position include working with chemicals, hot liquids, and heavy trays. Must adhere to safety standards.

**Personal Contacts:** Daily contact with COA site staff; frequent contact with senior citizens.

**Supervision Received:** Daily supervision from the head cook.

**Essential Functions:** Position requires ability to: clean kitchen, pots, and dishes; use kitchen utensils to prepare food; wash in a deep sink.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Prepares food according to menu.
- Cleans pots, pans, serving dishes, and dish washing area when necessary.
- Performs other related duties as required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires the ability to cook and prepare food for a large number, and basic knowledge of cleaning and managing a kitchen.

**Skills:** This position requires skills in cooking supervising and good time management.

**Abilities:** This position requires the ability to: follow standards of cleanliness and safety; complete kitchen tasks in a timely manner; communicate effectively; follow written and verbal instructions; establish effective working relationships with fellow employees, supervisors, and the public. Adheres to County Policy 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/GED
- Experience working in the kitchen of a public facility preferred.

**JOB PERFORMANCE STANDARDS:**

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

- Performs assigned duties.
- Ability to prepare menu meals and tasty food.
- Follows safety standards in the handling of food.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**JOB REQUIREMENTS:**

- Valid Driver's License