



CLASSIFICATION NO. 218

Established: 7/94

Reactivated: 4/11

FLSA: Non-Exempt

EEO: 8

CAFETERIA COOK, SENIOR

CLASS CHARACTERISTICS

Under general supervision, to plan, organize, coordinate and participate in the preparation, cooking and serving of institutional meals; to train and lead the work of cooks and volunteers in sanitary food handling, preparation and cooking techniques; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to County residents within the park district boundaries. The District operates a senior center facility providing various services, including cafeteria style meal service and meal delivery.

The Cafeteria Cook, Senior ensures the proper preparation of meals to meet established standards and special dietary or religious guidelines. Incumbents plan meals, order supplies and oversee the operation of a large kitchen, including leading the work of cooking staff and volunteer kitchen assistants.

The Cafeteria Cook, Senior differs from the Cafeteria Cook which does not have budgeting, meal planning or lead work responsibilities. It also differs from the Cook, Senior and the Food Services Coordinator which oversee staff serving meals to jail inmates or work release center residents in a County correctional facility.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in planning and updating menus and recipes to provide appealing meals which meet standards for balanced nutritional value, calorie content and variety; reviews nutrition guidelines, food costs, current food inventory and the senior population's food preferences related to taste, texture and color.
2. Prepares meals according to established menus, including special meals to meet therapeutic and religious dietary needs; uses a variety of cooking methods, including baking, broiling, frying and steaming; cleans, trims, cuts and prepares meats and vegetables.
3. Oversees, trains and instructs employees, volunteer kitchen assistants and community service workers in proper food preparation techniques, sanitation, safety and work requirements; assigns and reviews work.
4. Ensures meals for delivery are appropriately packed and labeled; explains and assists with food item substitutions to meet dietary needs.

5. Monitors food service budget; orders and procures food, equipment and supplies.
6. Documents expenditures and implements cost control measures; maintains inventory and necessary records; recommends improvements and changes to practices and workflow.
7. Establishes and maintains sanitation guidelines; monitors sanitary conditions of equipment, dishes, utensils, kitchen and dining area; ensures facility meets County health standards.

REQUIRED KNOWLEDGE

Working knowledge of: Materials and methods of preparing food for large groups; menu planning, budgeting, purchasing and record keeping for institutional kitchen operations; nutritional meal planning, food production, quality control and meal forecasting; food values and proper food combinations; kitchen equipment use and capability; state health standards for institutional food preparation; occupational hazards and safety precautions; sanitation methods for food preparation and serving areas; basic math, including fractions; principles and techniques of food handling, preparation, cooking and storage.

Skill to: Plan and prepare nutritional menus including those to meet therapeutic and religious dietary needs; calculate food and supply requirements for a large number of people; prepare and cook all types of foods in an appropriate, sanitary manner to maintain appealing and nutritious food content; safely operate, clean and service kitchen equipment and utensils; comply with health and food handling standards; follow and adjust recipes to obtain required quantities; make appropriate recipe substitutions; evaluate food qualities, such as freshness, cleanliness and proper cooking; plan, organize and oversee the work of volunteers and assigned staff to effectively produce and serve or pack nutritious meals on a timely basis; prepare and maintain accurate records and reports, communicate effectively, both orally and in writing; establish and maintain effective working relationships.

WORKING CONDITIONS

Duties require frequent standing, walking, squatting, kneeling, bending, twisting, balancing, overhead reaching, grasping, fine motor control, and the ability to lift up to 40 pounds, carry 15 pounds using pinching not grasping, and push/pull 25 pounds. Duties also involve frequent exposure to heat from grill, oven, steamer and dishwasher, and occasional exposure to slippery surfaces and confined spaces such as refrigerators, freezers and pantries.

Must be willing to occasionally work evenings, weekends and holidays as scheduled.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid State of Oregon Food Handler certification or valid food manager training certification that meets the requirements of the Oregon Food Code.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire: First Aid/CPR certification.

Edited: 5/17