



Posted: November 15, 2017
Open Until Filled

POSITION: COOK II

PROGRAM: MEALS ON WHEELS FOR SANTA CRUZ COUNTY
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under general supervision by the lead cook, prepares, cooks, portions, and packs meals for seniors, which are served in a congregate setting or delivered through the Meals on Wheels Program. Works closely and cooperatively with the MOW kitchen staff. Adheres to Hazard Analysis Critical Control Point (HACCP) food safety practices in meal preparation.

DUTIES & RESPONSIBILITIES:

1. Prepares a wide variety of foods, performing such duties as:
 - a. Washing, cutting, and portioning fresh fruits and vegetables.
 - b. Opening cans and packages of fresh, frozen, and packaged food.
 - c. Preparing fruit and vegetable salads and dressings.
 - d. Preparing soups, stews, casseroles, and other entrees in large quantities.
 - e. Preparing puddings, jello, or other desserts.
 - f. Making sauces and gravies.
2. Uses a variety of kitchen equipment, including mixers, blenders, slicers, and choppers.
3. Portions and packs the food for service and transport.
4. Washes and cleans utensils, equipment, and work area; ensures that all food preparation and storage areas are maintained in a clean and orderly condition.
5. Recommends changes to menus and recipes to the supervisory staff.
6. Properly stores dry, refrigerated and frozen food goods according to HACCP regulations.
7. Ensures that all food preparation and storage areas are maintained in a clean and orderly condition; rotates stock as appropriate to maximize use of product.
8. Assists in the ordering of food using a computer.
9. Assists in checking in orders and the coding of bills.
10. Assists in the daily inventory of food items.
11. Assists in the monthly inventory.
12. Assists in the recording of production records.
13. In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.

14. Works cooperatively and respectfully with kitchen staff, meals drivers, and delivery persons.
15. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
16. Performs other duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EMPLOYMENT STANDARDS:

Knowledge of:

- institutional cooking practices and procedures, with emphasis on cooking large numbers of meals and preparing therapeutic meals.
- regulatory requirements of government funding sources.
- food storage, preparation and service methods and techniques.
- basic record keeping, ordering and inventory practices.

Ability to:

- use a wide variety of food preparation tools and equipment;
- prepare food in large quantities;
- pack and serve food attractively and efficiently;
- maintain equipment, utensils, and work area in a clean and orderly condition;
- work cooperatively in a group situation;
- follow oral and written instructions; and
- order and maintain adequate inventories of food and supplies.

MINIMUM QUALIFICATIONS:

- Must have at least one year of experience in a commercial kitchen or possess a recognized degree or certification from a culinary institution.
- Must possess or obtain ServSafe certificate within six months of hire.
- Must be able to use a computer.
- Must possess physical stamina to stand for long periods of time and sufficient strength to lift and carry large food containers weighing 50 pounds or more.
- Must be able to work in a variety of temperature environments.
- Must pass a criminal background check and maintain a clean record.
- Must have a valid CA Driver's License, have access to drive a motor vehicle incidental to the performance of the work and be insured.

UNION:

The Cook II position is represented by the SEIU bargaining unit.

HOURS AND RATE OF PAY:

- This is a regular, non-exempt, 40 hr/wk position. Typical hours will be Monday-Friday from 6:30am-2:30pm.
- The starting rate of pay is \$13.39-\$14.11/hr for new employees (depending on experience) and up to \$15.01/hr for current employees hired through internal promotion.
- On-site attendance is required.

BENEFITS:

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at about \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave accrued based on 40 hr/wk.
- May be eligible for up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Dependent Care Reimbursement Program.
- Flexible Spending Account (FSA).
- Paid Lunch.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at <http://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application. This position is open until filled.
- If you have any questions, please contact Sergio Velazquez at (831)688-8840, Ext. 200.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.