



214 South Love Lovington, NM 88260
575.396.2884

SENIOR CENTER COOK

Position Description

Department:	Senior Citizens' Center
Hours/week:	40 hrs per week 4
Type of Position:	Full-time

Reports to (title):	Senior Citizens' Center Director
Supervises:	Supervises Assitant Cooks and Driver (s)
Classification:	
Effective Date:	January 3, 2023
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to assist with ensuring patrons enjoy the Senior Center in a safe, professional and courteous environment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Prepare Congregate and Home Delivered Meals as well as Grab & Go Meals with assistance of other employees as needed.
- Responsible for keeping kitchen clean, store room in clean working order and inventory up to date.
- Responsible for accurate record keeping to comply with relevant rules and regulations at federal, state and city levels.
- Responsible for ordering supplies for kitchen use.
- Responsible for receiving and checking kitchen merchandize
- Coordinate schedules for cook aids to assure service of Congregate and Home Delivered Meals.
- Responsible for coordination, preparation, and serving of Home Delivered and Congregate Meals
- Help with preparation of menus for Senior Meals Program according to state requirements
- Knowledge of all kitchen equipment, adding machine, and computer.
- Must be willing to attend job related work shops.

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- Perform all other duties as assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience
- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language
 - Extremely detailed oriented
 - Must be able to work odd hours or overtime on occasion, including evenings, weekends and holidays
 - Must obtain and maintain food handling certification
 - Must pass TB test
 - Must pass a background check, including fingerprinting and drug testing
 - Must have disposition for working with Seniors
 - Must have computer proficiency including Microsoft Office Suite
 - Must be able to travel, sometimes overnight
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues. Must exhibit a high degree of tact and patience, be dependable, trustworthy and honest. Neat, clean, in person, appearance, and presentable to public.

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Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **SENIOR CENTER COOK** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date