

# Job Description

Class Title: Assistant Cook  
Department: Parks & Recreation  
Division: Senior Center

Grade Number: PPT 10  
Location: Community House

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## General Purpose

- Assist Senior Center Head Cook as requested in set-up, preparation, serving, and clean-up of noon nutrition program and special meals and functions

## Supervision Received

- Work under the supervision of the Senior Center Supervisor; takes directions from Head Cook

## Supervision Exercised

- None

## Essential Duties and Responsibilities

- Assists in the daily routine of the nutrition program
- Assists as needed for special events and special meals
- Functions as the Head Cook in the absence of that person
- Responsible for stocking of shelves in pantry
- Assist in preparation of food for meals, i.e. peel potatoes, chop onions, etc.
- Operates dishwasher
- Sets table
- Cleans refrigerator/freezer and other equipment
- Serve food
- Assists with Meals on Wheels packaging
- Responsible for kitchen laundry

## Peripheral Duties

- Assists in enforcing all Title III mandates
- Works with volunteers in all areas to insure a successful nutrition program
- Provides input to menu preparation

## Desired Minimum Qualifications

- Completion of a high school degree or equivalent
- Previous work experience in restaurant or commercial food operation
- Ability to assume responsibility for complete meal in the absence of the Head Cook
- Certification in State of Wisconsin Restaurant Manager Certification or the ability to attain

- certification within one year of employment
- Must possess and maintain a valid Wisconsin Driver's License

### **Necessary Knowledge, Skills and Abilities**

- Knowledge of general group meal preparation
- Ability to work with Senior Center staff and volunteers in the meal program
- Must be a United States citizen
- Be able to read, interpret, and follow directions needed in food preparations and/or cleaning of kitchen areas and to write in the English language

### **Tools and Equipment Used**

- All kitchen tools such as, but not limited to, mixer, range, oven, slicer, dishwasher, microwave and blender

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear. The employee is frequently required to use hands, tools, controls and reach and lift with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, color vision, and the ability to adjust focus.

### **Work Environment**

- The work environment characteristics described her are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee works in a kitchen, and occasionally in outside weather conditions. The employee is occasionally exposed to wet, hot, and/or humid conditions, toxic or caustic chemicals.
- The noise level in the work environment is usually moderately loud due to operation of equipment in the kitchen.
- **Selection Guidelines**
- Formal application, rating or education and experience, oral interview and written examination, and reference checks.
- Residency within a 15 mile radius of City Hall Building within six months of successful completion of probationary period.

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

Revised and approved by the Parks & Recreation Director: \_\_\_\_\_  
Date