



WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING

MEAL SITE COOK #7 [Long Lake Meal Site]

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and cooks the difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc.;

Oversees and participates in the preparation of salads, sandwiches, pastries, and desserts;

Cuts, cleans, and dresses meat, fish, and poultry;

Assists with the management of the food service program by conferring with supervisor on menu planning, maintaining basic records of supplies received and used, taking periodic inventories of supplies, and maintaining employee time records;

Checks on delivered supplies and supervises storage of items;

May supervise the serving of food and assist in related activities as required;

May order daily supplies of bread, milk, ice cream, etc.;

May assist with luncheon activities such as setting and cleaning of dining tables and related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of kitchen and food preparation sanitation; ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food; Ability to follow recipes and oral and written directions;

Ability to participate in assigned projects; ability to keep basic records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in large-scale or institutional food preparation. Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for related experience.

PAY: Grade 2, Part-Time 25 hours/week, \$12.65/hour.

APPLICATIONS: Interested parties should send an application to Rose Ann O'Rourke at: Office for the Aging, 1340 State Route 9, Lake George, NY 12845. Applications will be accepted until **November 16, 2018**. Position is contingent upon approval by Warren County Board of Supervisors.

Warren County is an EOE/AA employer