

Assistant Cook - Florence Kitchen (Part-Time)



Aging & Disability Resource Center of Florence County

Description of Duties

The Assistant Cook position will assist with the day to day operation of the congregate meal site, including meal preparation and service according to menu specifications. Follows food sanitation procedures, prepares and may deliver meals to homebound individuals. Assists with program record keeping, greeting participants, clean-up during and following meal preparation, and cleaning of equipment and facilities.

This position will provide the following essential functions (this list is not to be construed as all-inclusive):

- Cleans, prepares, cooks and stores food for program participants according to food sanitation procedures, menu specifications and nutrition guidelines.
- Greets all program participants when they arrive at the meal site, or upon arrival for home delivery.
- Assists with maintaining cleanliness of building and facilities through washing, scrubbing, dusting, sweeping and sanitizing regularly, including daily meal site clean-up before, during and after meal service.
- Manages meal site in the absence of the Head Cook/Meal Site Manager, according to policy and procedure established by the Florence County and the State of Wisconsin Department of Health Services.

Deadline

Applications will be accepted
until 4:00 p.m. on
Friday, Nov. 10, 2023

Questions about the position can
be directed to Mason Balicki at
715.528.3460 or email
twhite@florencecountywi.gov

Florence is an Equal Opportunity
Employer

Visit www.florencecountywi.com
for more information.

Requirements

- High School diploma or equivalent
- Wisconsin Food Service Sanitation Certification or ability to obtain certification within 6 months of hire.

Physical Requirements:

- Frequently required to stand for long periods of time.
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Additional Qualifications/Knowledge/Abilities:

- Previous experience in food service and meal preparation.
- Familiar with operating various types of kitchen equipment.
- Ability to relate to and effectively communicate with older people and people with varying abilities.
- Ability to maintain and respect confidentiality of program participants.

Employment Benefits

- This position is part-time, 21-25 Hour per week
- Position Pay beginning range is \$14.00 – \$15.70 (Based on Qualifications)
- Paid Vacation, Personal Time, Sick Leave

APPLY!

To apply for this position, please submit a County employment application, resume, and three professional references to:

Florence County Clerk's Office

RE: Information & Assistance Specialist

PO Box 410, Florence, WI 54121

OR apply by email to: dtrudell@florencecountywi.gov