

## Florence County Job Description

**Position Title:** Assistant Cook  
**Department:** ADRC/Aging Unit  
**Reports To:** Head Cook/Meal Site Manager  
**FLSA Status:** Part-Time/Non-Exempt  
**Salary Range:** \$13.00 - \$15.70  
**Salary Grade/Level:** 15

**Position Summary:** Assist the Head Cook 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.

### **Essential Functions:**

- Cleans, prepares, cooks and stores food for program participants according to food sanitation procedures, menu specifications, and nutrition guidelines.
- Greet all program participants when they arrive at the meal site, or upon arrival for home delivery.
- Wash, sanitize and store food service equipment including dishes and utensils according to departmental food sanitation procedures.
- 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, State of Wisconsin Department of Health Services.
- Follows food service sanitation techniques and safety procedures. Assists with meal delivery and program transportation when needed.
- Assists Head Cook with inventory control.
- All other duties as assigned.

### **Supervisory Requirements:**

- N/A

### **Education:**

- High School diploma or equivalent with additional course work or relevant experience.
- Wisconsin Food Service Sanitation Certification or ability to obtain one within 6 months of date of hire.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Previous experience in food service and meal preparation
- Familiar with operating various types of kitchen equipment
- Ability to measure, read, write, add and subtract
- Ability to relate to and effectively communicate with older people and people with varying abilities
- Ability to maintain and respect confidentiality of program participants
- Ability to work independently and to work with others
- Ability to travel. Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

### **Physical Requirements:**

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- Frequently required to stand for long periods of time; walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Occasionally required to sit and taste or smell.
- Regularly lift and/or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

#### **Work Environment:**

- Food Service environment. Minimal to moderate noise level.
- Kitchen areas may have moderate to high temperatures during food preparation.

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### Employee Acknowledgement:

I acknowledge that I have received a copy of the Assistant Cook job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

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Signature

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Date

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Printed Name