

HEAD NUTRITION COOK

Department: <u>Leisure Services</u>	Classification/Grade: <u>15</u>
Division: <u>Senior Services</u>	FLSA Status: <u>Non-Exempt</u>
Reports to: <u>Leisure Services Superintendent</u>	Date Approved: <u>July 2011</u>

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under supervision of the Leisure Services Superintendent is responsible for addressing nutrition needs of older adults as well as planning meals and meal preparation as part of the federal congregate and home delivered meals nutrition program for older adults.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public
2. Oversee all nutrition meal requirements for senior nutrition program.
3. Prepare recipes for State of Nevada Division for Aging Services to analyze.
4. Incorporate DAS analyzed menus and recipes one to two times a week into the Mesquite site menu cycle.
5. Prepare inmate meals and prepare special meals for inmates who have specific dietary requirements due to health impairments.
6. Prepare special meals requests for other City departments.
7. Plan and directly assists in the preparation of meals.
8. Estimate the number of meals to be served based on estimated attendance provided by appropriate staff.
9. Solely responsible for frozen meat preparation prior to next day meal.
10. Follow menu as prescribed by Division of Aging
11. Oversee portion control of meal for seniors.
12. Inspect preparations for State of Nevada Division for Aging Services Kitchen Audit.
13. Inspect meats, fruits vegetables, and other perishable foods for freshness, and dispose of foods that are spoiled or past expiration date.
14. Clean work area daily, including stove top, floor, refrigerator and walk-ins
15. Maintain necessary sanitary controls for good handling procedures.
16. Assist supervisor in formulating menus monthly.
17. Incorporate U.S.D.A. foods in menu planning.
18. Trains and orients production staff to their job responsibilities and to ensure compliance to all aspects of food production; prepares work assignments and schedules.
19. Supervises and assists subordinate personnel to process and prepare hot and cold foods following specified recipes, established guidelines and policies and procedures to meet all standard and special menu requirements.
20. Order food and supplies with Coordinators approval.
21. Receive supplies from vendors and checks items for correct specifications and amounts; stores supplies in storage areas.

22. Maintain inventory control over food items and kitchen supplies and equipment.
23. Attend training sessions for cooks.
24. Monitors the operation of kitchen equipment to ensure that employees follow established safety procedures and that equipment is functioning property; Reviews kitchen equipment and recommends purchase of new equipment when needed.
25. Drive for Homebound route when needed.
26. Pass required Serv-Safe Restaurant Training and Test.
27. Be dependable and meet acceptable attendance requirements at all times.
28. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Food services, facilities, equipment, operation and program services.
- Dietary needs and menu planning.
- Kitchen safety practices, procedures and rules.
- Methods used in preparing and serving food in large quantities.
- Food safety and sanitation requirements.

Ability to:

- Plan menus and recipes to meet required federal and state nutritional guidelines.
- Work independently and organize and prioritize workload; handle sensitive issues and maintain confidentiality.
- Maintain accurate inventory of food items and kitchen supplies and equipment.
- Exercise initiative and creativity in performing duties; make decisions using sound judgment.
- Establish and maintain effective working relationships with the senior center employees.
- Follow written and oral instructions.
- Communicate clearly and concisely verbally and in writing.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D.

Experience: Five years of full time experience in preparing meals for an institutional or commercial kitchen.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a current Clark County Health District Food Handler Health Card, and, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed indoors in a climate controlled environment. Physical exertion is present due to frequent bending, reaching, kneeling, walking, sitting, climbing, twisting or standing for prolonged periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Must be available to attend evening and weekend meetings and programs and respond to emergency situations. Employee is subject to high level of public contact. Must carry/lift/push or pull loads of up to 50 lbs.

Job Hazards/Risk factors:

Employees risk physical hazard from working around hot equipment stoves, ovens and slippery floor surfaces.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
May 2006
July 2008 (hours)
July 2009
July 2011 (Department)