



Job Description

Job Title	Cook's Helper	Department	Senior Center
Reports to	Senior Center Director	Salary Level	I
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

Provide assistance to Senior Center cook in preparation and service of senior meals in accordance with health standards and custodial services for the Senior Center.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Kitchen Duties

1. Assist cook with food preparation and meal program. Includes but not limited to:
Prepare desserts as required and items for the salad /fruit bar and set up the serving area.
Make up a variety of juices for lunch.
2. Greet seniors each morning and make them comfortable.
3. Package the home-meals for delivery.
4. Help cook keep track of seniors that might need their food specially cut or served in manner that keeps the senior's dignity.
5. Help seat seniors needing special assistance first.
6. Assist with serving meals and monitoring seniors who should receive special dietary foods.
7. Wash the dishes used during meal service and food preparation.
8. Clean and organize refrigerator weekly.
9. Assist with unpacking and storing of food shipment.

III. Custodial Duties

1. Assist with daily and detail cleaning of kitchen and dining room area as requested.
2. Vacuum, sweep and mop the Senior Center weekly, or as needed.
3. Check Senior Center restrooms daily replace paper and clean as needed
4. Launder, dry, and fold kitchen laundry on Fridays.
5. Bi-monthly carpet cleaning.
6. Dust Senior Center weekly or more often as needed.
7. Assist cook with answering the phone, and setting the tables after lunch.



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IV. Other Essential Duties

1. Report to supervisor the need for supplies as necessary.
2. Attend staff meetings as needed.
3. Maintain confidentiality in regard to client, staff, and Dillingham Senior Center matters

V. Knowledge, Skills, and Abilities

1. Knowledge of computer operation, and word processing.
2. Familiarity with the Alaska Eating and Drinking Establishment regulations.
3. Effective oral and written communication.

VI. Work Environment and Physical Effort

Employee may have to manage a number of projects at one time, and may be interrupted frequently. The employee may find the environment to be busy, and may spend long hours standing, which can cause muscle strain. Cooks Helper must occasionally lift and/or move up to 50 pounds.

VII. Education and/or Experience

High School Diploma or GED required. Prior kitchen experience and working with the public.

VIII. Certification and Training

1. Willing to obtain Safe Serve Certificate, Food worker card, First Aid and CPR.
2. National Incident Management Systems (NIMS) compliance training and certification.
3. Valid Alaska Drivers License.

IX. Supervisory Responsibility

None

X. Scope of Employment

Regular, full-time, non-exempt; hours 8:00 a.m. – 4:00 p.m. or more as needed



City of Dillingham

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X. Acknowledgement:

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

Department Head: _____

City Manager: _____