

UINTAH BASIN ASSOCIATION OF GOVERNMENTS
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Cook Specialist (*Aging*)

DEPARTMENT: Human Services

POSITION LEVEL: 1

GENERAL PURPOSE:

Utilize culinary training and managerial skills plus knowledge of pertinent policies and procedures in coordinating the Food Services Program for the Duchesne County Senior Population and the Community. Supervise various personnel, budgets, inventories and audits, in a high volume, multiple task environments.

JOB DUTIES:

1. Ensure that the nutritional needs of the participating age 60+ populations are Duchesne County is being met, at lunch, M-F.
2. Provide a nutritious menu with a variety of different foods.
3. Provide monthly menus; work with nutritionist to ensure State Aging Nutrition Policy and RDA Guidelines are followed. Review monthly menus and evaluate contents. Initial all menu changes and notify AAA Director.
4. Keep a perpetual inventory record, check food inventory on a daily basis.
5. In-service staff on Food Service, Nutrition, Sanitation, and prepare for Health inspections.
6. Follow cleaning schedule for staff by maintaining a clean and healthy environment.

MIMIMUM QUALIFICATIONS:

1. Education and Qualifications:
 - a. High School diploma
 - b. Five years experience in a related field
 - c. Current Safe Serve Permit

2. Knowledge and Skills:
 - a. Skill to perform under pressure, providing high quality product and in providing meals for the public.
 - b. Understanding of Nutrition and its application in Food Services.
 - c. Ability to lift up to 50 pounds
 - d. Proficiency in maintaining actual food costs and managing a budget.
 - e. Maintain effective working relationships with co-workers, public entities, elected officials, volunteers and the general public.
 - f. The capacity to research and understand all Utah Division of Aging Nutrition regulations.