

POSITION DESCRIPTION

POSITION: ON-CALL SENIORS COOK **LICENSED:** No
DEPARTMENT: Bay Mills Elder Center **STATUS:** Non-Exempt
REPORTS TO: Seniors Kitchen Supervisor **GRADE:** 8 (\$14.33-\$21.50)

POSITION SUMMARY:

Under the general direction of the Seniors Kitchen Supervisor, the Cook performs various duties to provide quality service to the Bay Mills Seniors and guests of the Armella Parker Senior Center in a timely manner.

ESSENTIAL FUNCTIONS:

1. Must complete all meal preparation and clean up the cooking area.
2. Will complete all grocery shopping on a weekly basis.
3. Shall keep an inventory of all kitchen supplies.
4. Maintains food supply to adequate levels.
5. Will perform any other duties related to food preparation\food service and nutritional activities.
6. Plans and participates in planning menus, preparing, apportioning foods, and utilizing food surpluses and leftovers.
7. Must adhere to program confidentiality policies.
8. Adhere to all requirements as mandated by the USDA.
9. The cook is expected to work as a team member with all staff to ensure the success of the program.
10. Other duties may be assigned within the scope and complexity of this position's essential functions.
11. Must attend all mandatory training offered by the Human Resources Department and/or Department Director.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to bend, squat, reach above shoulder level, and lift, push or pull up to 50 pounds. Occasionally, the employee must crouch, kneel, lift, push or pull up to 75 pounds. This job requires right and left hands in firm grasping and manipulation.

POSITION REQUIREMENTS:

1. High School Diploma or equivalent.
2. Six months prior experience in a food preparation position preferred.
3. Must be able to work flexible hours.
4. Must be able to maintain accurate records for meal attendance and purchases.
5. Must be able to keep a monthly inventory of food and supplies.
6. The desire to learn and lead by example towards the same common goal, which is complete quest satisfaction.

7. Must have excellent interpersonal skills and a friendly personality.
8. Must have demonstrated the ability to get along with fellow employees and work well with current staff.
9. Must have an excellent past work history and attendance record.
10. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: Seniors Cook

Applications can be found on the Bay Mills website at www.baymills.org under the employment section