

Upper Arkansas Area Council of Governments
Area Agency on Aging
Assistant Site Coordinator
Job Description – Golden Age Center/Canon City

Job Title: Assistant Site Coordinator/Assistant Cook

Program: Nutrition

Reports To: Nutrition Director Cristy Carothers

Effective Date: 1/6/2021*

Summary

Employed by and responsible to the Upper Arkansas Area Agency on Aging under the direction of the Upper Arkansas Area Council of Governments. This position includes, but is not limited to: Assisting Site Coordinator/Head Cook with the overall responsibilities for preparation of meals to be served at each site according to an approved menu; assuming responsibility in the absence of the Site Coordinator/Head Cook; reports and data collection as directed by the Site Coordinator/Head Cook; maintaining the facility in accordance with local and state health codes and regulations; inventory control. Additional responsibilities as directed by the Nutrition Program Director and/or his/her designee.

Essential Duties and Responsibilities include the following. Other duties may be assigned as determined.

1. Under the direction of the Site Coordinator/Head Cook prepares all food according to approved menus and recipes. Ensures meals are served at the designated time with proper portion control in a friendly, relaxing atmosphere.
2. Ensures meals are served at the required temperature and are visually appealing.
3. Ensures that all staff and volunteers follow proper sanitation procedures.
4. Under the direction of the Site Coordinator/Head Cook compiles and records daily/weekly/monthly data. Completes daily/weekly/monthly reports as required by the Agency and ensures accuracy of all reports.
5. Under the direction of the Site Coordinator/Head Cook maintain current inventory of all foods and supplies.
6. Under the direction of the Site Coordinator/Head Cook order food and supply items as needed. Label, date, and store items in accordance with proper sanitation and safety procedures.

7. Under the direction of the Site Coordinator/Head Cook maintain data/records re: temperature of food items, number of meals served, ingredients, and cost of each meal.
8. Under the direction of the Site Coordinator/Head Cook maintain data/records re: temperature of refrigerator and freezer on a daily basis.
9. Under the direction of the Site Coordinator/Head Cook prepare foods, including a sample meal for Meals on Wheels home delivery, if applicable to the site.
10. Under the direction of the Site Coordinator/Head Cook maintain daily/weekly/monthly data/records re: number of MOW meals delivered.
11. Under the direction of the Site Coordinator/Head Cook maintain data/records re: temperature log of MOW deliveries. Sample meal must be transported from and returned to site on approved MOW route. Temperature of sample meal must be recorded prior to and after meal is returned to site.
12. Under the direction of the Site Coordinator/Head Cook trains and supervises Back Up Cook as well as any volunteers in the kitchen, serving and dining areas, where applicable.
13. Solicits input from others on menu planning including, but not limited to, participants, employees, site council members, and volunteers.
14. Maintains cost effective methods of ordering; i.e., best price, best quality.
15. Under the direction of the Site Coordinator/Head Cook work with local agencies and media to develop and promote participation and community outreach programs approved by the Nutrition Director.
16. Ensure that equipment is in proper working condition.
17. Under the direction of the Site Coordinator/Head Cook maintain equipment inventory and service/condition records.
18. Notify Site Coordinator/Head Cook of any equipment in need of repairs.
19. Under the direction of the Site Coordinator/Head Cook ensure all deficiencies reported by State or Local Health Agencies are corrected in a timely manner.
20. Under the direction of the Site Coordinator/Head Cook maintain data/records of all State/Local Health inspections.
21. Maintain confidentiality with regards to all participant information.

22. Maintain a current knowledge and awareness of all UAACOG/AAA Policies and Procedures.
23. Represent the Agency in a professional manner at all times.
24. Performs other related duties as assigned by the Site Coordinator/Head Cook or the Nutrition Director and/or his/her designee.

Supervisory Responsibilities

Under the direction of the Site Coordinator/Head Cook supervises kitchen volunteers as applicable.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or the ability required. Reasonable accommodations may be made to ensure persons with disabilities are afforded the opportunity to successfully perform the essential functions and duties.

Education Experience

Experience in quality/quantity cooking variety of foods from approved recipes. Knowledge of Health regulations, inventory control, budgeting. Obtain and maintain a current ServSafe Retail Food Handlers Certification and/or equivalent certification that meets the standards of the State Unit on Aging within six weeks of employment. Experience in the use of institutional kitchen equipment. Have math- and problem-solving skills. Must have the ability to work effectively with other employees and volunteers. Experience and a strong desire to work with the elderly population. Good communication skills. Ability to compile data and information necessary to complete daily/weekly/monthly/annual Reports.

Physical Demands

The physical demands described are representative of those that must be met by the employee in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to ensure persons with disabilities are afforded the opportunity to successfully perform the essential functions and duties. Persons applying for this position must be able to lift up to 50 lbs. in order to place food and supplies in storage areas.

Work Environment

Limited noise and conditions associated with employment in the food service industry.

Hours

Varying, depending on the number of meals and days served.

Salary

Base calculated according to current salary schedule.

Introduction period

Six months. Evaluations are performed periodically throughout probation period and annually thereafter.

Employees are representatives of Upper Arkansas Area Council of Governments/Area Agency on Aging and are subject to the Policies/Procedures of the organization. Salary increases are subject to funding and are based on merit, as determined by periodic evaluations.

UAACOG/AAA is an Equal Opportunity Employer.

I, _____ fully understand and accept the attached conditions and responsibilities of employment.

Signature _____ Date _____

**All previous versions of this document are obsolete.*