

## **Position: Cook**

### **Position Summary**

Under the direction of the Senior Center Program Coordinator, performs functions related to meal preparation for congregate and home-delivered meals for participants and clients of the Senior Program.

The Cook is responsible for the delivery of quality service and positive interaction with our customers, visitors, and HMS employees in a courteous, respectful and professional manner.

### **Position Accountabilities**

1. Follow designated menus, measure for cooking; use portion control when serving food, review menus in advance to allow proper time preparation of meals.
2. Process raw food requests to the Senior Center Program Coordinator on Friday for the next week's vendor order, in accordance with the approved food bid vendor list.
3. Submit end of month food and supply inventory and usage report to the Senior Center Program Coordinator on or before the 2<sup>nd</sup> business day following the end of the month.
4. Assist in keeping the kitchen area and equipment clean and sanitary.
5. Adhere to all rules, regulations, both in food preparations and in cleaning of kitchen, utensils and equipment.
6. Assist with dishwashing, and clean-up of kitchen and storage areas.
7. Check daily, and log daily refrigerator and freezer temperatures, notification of any concerns with regard to temperature variances.
8. Check temperature of food before removal from cooking device (stove) and check again before removing from steam table.
9. Maintain daily log of cooking and steam table temperatures.
10. Maintain perpetual supply inventory for food, supplies, and equipment.
11. Review invoices of incoming food, supplies, and equipment to assure proper bid pricing are being received.
12. Assure safe and sanitary handling of food and utensils by adhering to food safety guidelines.
13. Assure foods are maintained at correct temperatures, for both hot and cold foods.
14. Assure food is removed from the steam table, cooled properly and packed, labeled, dated, and stored immediately.
15. Assure containers on tables are checked, cleaned and filled as needed.
16. Assure chemical containers for both grease trap and dishwasher are checked and filled as needed and reordered as necessary.
17. Assure home delivered meals are packaged for transport in re-usable containers, placed in insulated carriers with heat stones for hot foods, and cool packs for cold foods to help maintain proper temperatures during transport.
18. Assure the weekend meals are packed into insulated containers and delivered with Wednesday and or Thursday deliveries.
19. Assure at-risk weekend meals are packed and sent with participant/client as they depart for home on Fridays.
20. Assist in maintaining cleanliness of the senior center including custodial duties as necessary.
21. Maintain an active Food Handler's Permit
22. Attend staff and training meetings as necessary.
23. Adhere to all safety standards and regulations.
24. Assist with all aspects of meal preparation and clean-up as necessary.
25. Other related duties as assigned.

### **Minimum Qualifications**

- Minimum one year experience with similar responsibilities.
- Language Requirement: English
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.

### **TO APPLY:**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788