

Substitute Cook

Aging & Disability Resource Center of Northwest Wisconsin

Aging Unit Program-Burnett County

GENERAL STATEMENT OF DUTIES:

Oversees the congregate and home delivered program in the absence of the site manager/cook.

RESPONSIBILITIES:

1. Cooks and organizes time so food is ready at designated serving time.
2. Sets tables at dining center
3. Serves those who have registered for the meal.
4. Prepares carry-out containers for the home delivered meals.
5. Orders raw food and paper supplies as needed, if necessary.
6. Keeps stove, oven, refrigerator and storage cabinets clean.
7. Washes dishes, pots and pans as used.
8. Records daily participants, counts and banks daily contribution from participants.
9. Attend staff meetings and training workshops.
10. Maintain equipment
11. Other duties as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have a good rapport with the elderly.
2. Must have Wisconsin Food Manager Certification.
3. Basic cooking skills for large groups
4. Ability to read and write legibly
5. Ability to lift up 20 pounds.
6. A willingness to work with others.
7. A valid driver's license.
8. Computer experience helpful

IMMEDIATE SUPERVISOR:

ADRC Supervisor-Aging Program

Respective Site Manager