

Cook for Smoky Mountain Meals on Wheels

Blount County Community Action Agency

COME JOIN AN OUTSTANDING AGENCY, IMPACTFUL PROGRAM AND A COMPASSIONATE TEAM THAT HAS A GREAT TIME AT WORK AND TAKES CARE OF SO MANY WONDERFUL SENIORS IN THE COMMUNITY!!

Under the direct guidance of the Kitchen Operations Manager and supervision of the Director, Community Nutrition Programs, the Cook prepares food items and meals in accordance with applicable federal, state and corporate standards, guidelines and regulations with established policies and procedures. The Cook will support food preparation and packaging efforts that ensures superior food service is achieved.

The Cook works collaboratively within the agency and supports the efforts of the Community Nutrition Program, alongside fellow agency staff assigned to support kitchen operations. This staff will support and ensure that the meal preparation, kitchen operations and community outreach efforts of the Smoky Mountain Meals on Wheels, Rural Area Meals Program, Animeals on Wheels, food pantries and special food/meal projects are completed with high quality results.

Preferred Qualifications: It is preferable that this staff member have experience in a commercial kitchen setting preparing meals in large quantities and distribution processes.

Required Qualifications: This position requires a consistently dependable and positive professional who finds value in sharing their culinary skills to serve the community and enjoys working in a supportive team, program and agency. This staff member will need to fully recognize and adhere to safety and sanitation processes. Must pass required background checks relevant to their job duties.

Duties and Responsibilities

- As instructed by supervisors, prepares high-quality food/meals according to approved recipes and instructions to meet production, delivery and service schedules
- Prepares meals for delivery by using correct portioning, meeting outlined standards, ensuring that food is at the correct temperature and is appealing and appetizing
- Cleans kitchen after preparation and serving, maintaining high standards of cleanliness. Stores or discards excess food in accordance with safe food-handling procedures.
- Keeps refrigerators and storerooms clean and neat. Ensures food and supply items are stored per standards
- Operates and maintains kitchen equipment as instructed
- Assists in production planning, record keeping and reporting, if instructed
- Assists in the receiving of all food and supplies, if needed
- Reports needed maintenance, faulty equipment or accidents to the supervisor immediately
- Attends agency and program in-services and meetings
- Maintains good working relationships with coworkers, customers, administrators and managers
- Performs job safely while maintaining a clean, safe work environment
- Performs additional, related duties, as assigned by supervisors

Daily Schedule: Part-Time Schedule (30 hours/week); working from 6:30am-12:30pm Monday - Friday. A small degree of flexibility can be considered for the start and ending of the morning workday.

Pay: \$13.00/hour

Benefits: 12 Paid Holidays, Employer Paid contribution to retirement fund, Employer Paid life insurance and long-term disability.

To apply for this impactful position, please email your resume to Barbara Harrington, Kitchen Operations Manager at Bharrington@blountcaa.org or you may mail or drop off your resume in the DROPBOX at the front door at Blount Co Community Action Agency 3509 Tuckaleechee Pike, Maryville, TN 37803