



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE:

Final Filing Date:
10/7/16

Social Services

Cook/Driver

Senior Services

Walker, California

SALARY

43: \$13.77 – 16.73/ hour
\$2,088 - \$2,537/month
Minimum of 35 Hrs. per week

The County of Mono is accepting applications for the benefited position of Cook/Driver at the Senior Citizen's Center in Walker, CA. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

Knowledge and abilities:

Under general supervision, to perform food preparation and dispensing for clients in a Mono County Senior Citizens Center; to prepare established menus of food items; to maintain an inventory of food and supplies; to maintain a kitchen and equipment in sanitary and good working condition; to drive a vehicle and deliver food in the community; to transport senior citizens to and from appointments and services; and to do related work as required.

Examples of Important and Essential Duties: (The following is used as a partial description and is not restrictive as to duties required.)

Prepares and cooks a variety of food items for clients in a Mono County Senior Citizens Center; provides for adequate servings and food quantities; follows established menus in food preparation; assists the Site Coordinator with menu planning and development; cuts and prepares meat, fowl, and fish; prepares and cooks vegetables, salads, desserts, and other foods and beverages; makes allowable substitutions and adjusts recipes according to day-to-day food service requirements; cleans and maintains utensils, equipment and work areas; may supervise and trains volunteers who perform kitchen help activities; prepares orders for produce and other food items, maintaining adequate inventory to meet menu requirements; makes emergency purchases of food and supplies when necessary; maintains and updates inventory records of food and supplies used and purchased; ensures proper storage of food and supplies; performs a variety of assignments related to food preparation, food dispensing, kitchen sanitation, and equipment maintenance, drives a vehicle for delivery of food throughout the county, ensuring proper temperature and sanitation of meals which are delivered; transportation for seniors to medical appointments.

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 lbs. without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; uses ovens, steamers, mixers, slicers, choppers, steam tables, and food transporters; use of office equipment, including computer, telephone, calculator, copiers, and FAX, safely drive a vehicle for delivery of food.

Typical Working Conditions:

Work is performed in a kitchen and office environment; exposure to heat and electrical energy; work is performed in an environment with constant noise; work is performed around equipment with moving parts; some exposure to chemicals, cleaning solutions, and bleaches; regular exposure to moisture and wetness; work requires driving in various weather conditions; continuous contact with other staff and the public.

Some desirable qualifications include:**Knowledge of:**

- Methods, practices, and procedures used in ordering, storing, preparing, and cooking substantial quantities of food for serving to a group.
- Operation and use of equipment, machines, and utensils used in quantity food preparation.
- Proper record keeping and inventory reporting methods.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Safe driving principles.
- Maintenance of proper temperature and sanitation of food which is delivered to clients.
- Physical signs and symptoms requiring medical assistance.

Ability and willingness to (partial list):

- Prepare, cook, and bake a variety of foods in substantial quantities within established time constraints.
- Effectively read, interpret, and adjust recipes.
- Safely use and operate food service appliances and equipment.
- Maintain accurate records and prepare routine reports.
- Plan and estimate appropriate amounts of food and supplies needed for menu preparation.
- Safely operate a motor vehicle.
- Maintain proper temperature and sanitation of food for delivery.
- Transportation for seniors to medical appointments.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: One year of previous work experience in quantity food preparation.

Special Requirements:

Possession of a valid and current Class C driver's license.

Possession of a valid Food Safety Certification, or the ability to obtain such within 12 months of hire.

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: www.monocounty.ca.gov

All completed County applications received from current permanent county employees by 5:00 pm by **10/7/16** in our office will be considered. Faxed applications will be accepted provided the application with the original signature is postmarked by **10/7/16**.

COUNTY OF MONO
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