The County of Mono is accepting applications for the unbeneftited position of Cook/Driver at the Senior Citize's Center in Walker, CA. This is a limited, hourly position of up to 10 Hours per week.

**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.

**Distinguishing Characteristics:**
This is an experienced Cook classification. Incumbents perform a variety of food preparation and dispensing and kitchen sanitation work with minimal guidance and supervision. They also drive a vehicle and deliver food throughout the community in which a Senior Citizen's Center is located.

**Reports To:**
Senior Citizens Site Coordinator.

**Examples of Important and Essential Duties:**
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:**
Sits 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.

**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