AEOA has an opening for a part-time Baker/Prep Cook at the Lincoln Park kitchen. Starting wage: $13.33/hour; 30 hours/week. Application deadline: March 23, 2020. For more details please see www.aeoa.org/Careers tab/Food Service. AA/EOE

Cook III
2020-SS-002

Responsible for the daily meal service at a Senior Dining site

Duties and Responsibilities:
- Orders, purchases, and maintains inventory to prepare meals
- Prepares meals that follow program requirements
- Maintains records of food inventory, food purchases, commodities received, and other program records
- Maintains a clean/sanitary kitchen and dining area
- Recruits, supervises, trains, and evaluates volunteers, staff, and substitutes
- Provides Meals on Wheels and satellite meal services (site-specific)
- Attends appropriate training functions

Requirements:
- Experience in quantity food preparation
- Regularly lifts 30 lbs. and occasionally more
- Travel as required

Needed Attributes:
- Ability to work effectively with volunteers and elderly program participants
- Communicates effectively, both verbally and in writing in a professional manner

Part-time, Monday-Friday, 6:00 AM-12:00 PM, 30 hours/week