
**Cook I--Hibbing**

**2020-SS-008**

Assists with the daily meal service at a Senior Dining site

**Duties and Responsibilities:**
- Assists in ordering and purchasing inventory to prepare meals
- Prepares meals that follow program requirements
- Assists with maintaining records of food inventory, food purchases, commodities received, and other program records
- Maintains a clean/sanitary kitchen and dining area
- Assists with supervising and training staff, volunteers, and substitutes
- Assists with providing Meals on Wheels and satellite 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

Part-time, Monday-Friday, 15 hours/week, 10:00 AM-1:00 PM