

## **POSITION DESCRIPTION**

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**POSITION:** SENIORS COOK ASSISTANT      **LICENSED:** No  
**DEPARTMENT:** Bay Mills Elder Center      **STATUS:** Non-Exempt  
**REPORTS TO:** Seniors Kitchen Supervisor      **GRADE:** 9 (\$15.69-23.54)

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### **POSITION SUMMARY:**

Under the general direction of the Seniors Kitchen Supervisor, the Cook Assistant performs various duties to provide quality service to the Bay Mills Seniors and guests of the Armella Parker Senior Center in a timely manner.

### **ESSENTIAL FUNCTIONS:**

1. Must complete all meal preparation and clean up the cooking area.
2. Will complete all grocery shopping on a weekly basis.
3. Shall keep an inventory of all kitchen supplies.
4. Will perform any other duties related to food preparation\food service and nutritional activities.
5. Must adhere to program confidentiality policies.
6. Adhere to all requirements as mandated by the USDA/Administration on Aging.
7. The cook assistant is expected to work as a team member with all staff to ensure the success of the program.
8. Assists Kitchen Supervisor with coordinating the availability and use of the Senior Center for community events, while ensuring the cleanliness of the facility before and after such events by those who use it.
9. Assists Kitchen Supervisor with the responsibility of collecting deposits associated with the use of the facility and providing them to the Accounting department in a secure and timely manner.
10. Assists in coordinating any overflow of events during the senior meal time with the Cultural Center via the Cultural Director, as the Cultural Center will be a backup to the Senior Center for such events.
11. Other duties may be assigned within the scope and complexity of this position's essential functions.
12. Must attend all mandatory training offered by the Human Resources Department and/or Department Supervisor.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to bend, squat, reach above shoulder level, and lift, push or pull up to 50 pounds. Occasionally, the

employee must crouch, kneel, lift, push or pull up to 75 pounds. This job requires right and left hands in firm grasping and manipulation.

**POSITION REQUIREMENTS:**

1. High school diploma or equivalent.
2. Six months prior experience in a food preparation position preferred.
3. Must be able to work flexible hours.
4. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
5. Excellent communication skills are required.
6. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
7. Must have excellent past work and attendance record.
8. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands category of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** October 26, 2021 at 4:30pm

**APPLY TO:** Please email application and resume to Erin Forrester, HR Generalist at [eforrester@baymills.org](mailto:eforrester@baymills.org)  
Subject: Seniors Cook Assistant

\*Applications can be found at [www.baymills.org](http://www.baymills.org) under “employment opportunities”