

Position: Cook for Senior Citizens Center

Position Summary

Under the direction of the Senior Program Coordinator, performs functions related to meal preparation for congregate and home-delivered meals for participants and clients of the Hidalgo County Senior Program.

Position Accountabilities

1. Follow designated menus, measure for cooking; use portion control when serving food, review menus in advance to allow proper time preparation of meals.
2. Process raw food requests to the Senior Program Coordinator on Friday for the next week's vendor order, in accordance with the approved food bid vendor list.
3. Submit end of month food and supply inventory and usage report to the Senior Program Coordinator on or before the 2nd business day following the end of the month.
4. Assist in keeping the kitchen area and equipment clean and sanitary.
5. Adhere to all rules, regulations, both in food preparations and in cleaning of kitchen, utensils and equipment.
6. Assist with dishwashing, and clean-up of kitchen and storage areas
7. Check daily and log daily refrigerator and freezer temperatures, notification of Senior Program Coordinator of any great variance of temperatures.
8. Check temperature of food before removal from cooking device (stove) and check again before removing from steam table.
9. Maintain daily log of cooking and steam table temperatures.
10. Maintain perpetual supply inventory for food, supplies, and equipment.
11. Review invoices of incoming food, supplies, and equipment to assure proper bid pricing are being received.
12. Prepare test tray each Monday and send with delivery carriers.
13. Assure transportation drivers take and record temperature of test tray at the end of the delivery route. Submit recorded temperatures to the Senior Program Coordinator at the end of each month.
14. Prepare test plate of the menu for the day covered with appropriate plastic wrap, dated, and placed in refrigerator and kept for at least three days.
15. Assures sanitary handling of food and utensils by adhering to the following:
Kitchen staff will wear approved hair coverings, disposable gloves are to be worn in the preparation of foods and while serving food and wrapping silverware.
16. Assure foods are maintained at correct temperatures, for both hot and cold foods.
17. Assure that food is removed from the steam table, cooled properly and packed, labeled, dated, and stored immediately.
18. Assures that containers on tables are checked, cleaned and filled as needed.
19. Assures that windows in the kitchen, serving area are to be cleaned as needed.
20. Assures that chemical containers for both grease trap and dishwasher are checked and filled as needed and reordered as necessary.

21. Assures that Home delivered meals are packaged for transport in re-usable containers, placed in insulated carriers with heat stones for hot foods, and cool packs for cold foods to help maintain proper temperatures during transport.
22. Assures the weekend meals are packed into insulated containers and delivered with Wednesday and or Thursday deliveries.
23. Assures At-Risk weekend meals are packed and sent with participant/client as they depart for home on Fridays.
24. Assist in maintaining cleanliness of the senior center including custodial duties as necessary.
25. Meal periods to be spent in dining areas with participants, sitting with participants.
26. Attend staff and training meetings as necessary.
27. Adhere to all safety standards and regulations
28. Assist with all aspects of meal preparation, delivery, and clean-up as necessary.
29. Other related duties as assigned.

Minimum Qualifications

High school diploma or equivalent required.

Minimum one year experience in similar position.

Fluent in English and Spanish, both written and oral preferred.

Valid NM Drivers license

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326