



# City of Brunswick Job Description

**Job Title:** Head Cook  
**Department/Div:** Neighborhood and Community Services  
**Reports to:** Center Manager  
**Pay:** \$14.47

**FLSA:** Non-Exempt  
**EEO-4 Code:**  
**Date:** 04/29/2021

## JOB SUMMARY

This position is responsible for preparing meals and oversees kitchen activities at the Senior Center.

## MAJOR DUTIES

1. Ensures that food is prepared properly and in accordance with recipes and health standards.
2. Ensures that kitchen is properly cleaned daily, including washing dishes, cleaning counters and equipment, and storing kitchen items.
3. Directs the maintenance of freezers, refrigerators, and walk-in refrigerators; monitors dates and disposes of outdated food items; checks temperatures daily.
4. Places weekly food orders with vendors.
5. Puts groceries away using first in, first out method.
6. Supervises staff, community service workers and volunteers; enforces food safety guidelines.
7. Works with other staff members to review menus and makes suggestions for revisions.
8. Wraps silverware for service.
9. Performs related duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the methods of preparing meals in quantity lots.
2. Knowledge of cooking times and temperatures of various foods and methods of preserving the flavor of food.
3. Knowledge of the principles of personal and food sanitation.
4. Skill in the preparation and serving of food.
5. Skill in the cleaning and sanitizing of kitchens and kitchens tools and equipment.
6. Skill in prioritizing and planning.

## SUPERVISORY CONTROLS

The Community Services Manager assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the results.

## GUIDELINES

Guidelines include the Older Americans Act, the Coastal Regional Commission, Safe Serv guidelines, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related food preparation duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to prepare food for program clients. Successful performance helps ensure the provision of nutritious meals to clients.

**CONTACTS**

- Contacts are typically with coworkers, clients, community workers, vendors, volunteers, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- Work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- Work is performed in a kitchen and dining room. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious of infectious diseases, or irritating chemicals. Work required the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has functional supervision over assigned personnel within an area, department, or unit. Functional supervision typically involves the ability to assign, coordinate, and review quality and quantity of work of other employees.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required.
- More than one year of related experience required.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's name (Print)