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Cook/Driver

Employer

City of Arkansas City
118 W Central Ave
PO Box 778
Arkansas City, KS 67005
620-441-4405

Job Description

Wage: \$11.99-\$20.27 Hourly

Job Type: Full Time

Department: Public Services Department

GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES

Assist the Head Cook with the total food service for on-site center. Prepares soups, meats, vegetables, fruits, salads, dressings, breads, and desserts for consumption at the Senior Center or for home delivery. Responsible for the safe and proper delivery of meals for the homebound as well as the satellite sites.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Director of Senior Services.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Essential functions of the job may include but are not limited to the following:

- Prepares food assigned by using API menu and standardized recipes, in accordance with state, federal, and API guidelines as assigned by cook. Provides lightly seasoned and nutritionally adequate meals.
- Assists in panning foods for serving preparation.
- Performs cooking duties with other staff.

- Weighs and measures designated ingredients.
- Follows the standards set forth by Kansas Department of Health and Environment.
- Inspects equipment for cleanliness and functional operation.
- Assists with arrivals of food items from suppliers.
- Uses first in/first out inventory method.
- Uses clean as you go methods. Clean work area, equipment and utensils.
- Carries pans, kettles, and trays of food to and from workstations, stove and refrigerator.
- Assists in maintaining accurate temperature records for freezer, refrigeration equipment.
- Participates on the food service line for participants and home delivered meals.
- Delivers meals to participants in a timely, professional and helpful manner.
- Receives information and carries out delivery changes.
- Delivers packaged meals in a safe and sanitary manner.
- Places hot food trays in a thermal container with ice sheets to maintain proper serving temperature.
- Assists the recipient, when needed, in opening containers.
- Accepts contributions for Friendship Meals and provides those funds directly to the Director of Senior Services on the same day.
- Maintains the home delivery meal customers confidentiality about contributions and other personal matters.
- Keeps log of mileage for weekly reports.
- Maintains vehicle and make sure it is safe, clean and fueled to complete the entire route.
- Uses charge account fuel card appropriately.
- Delivers commodities to Windsor Court and help with carry out services.

NON-ESSENTIAL FUNCTIONS

- Attendance at training, workshops, and seminars.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Be able to follow oral and written directions.
- Be able to make calculations in order to increase or decrease recipes.
- Be able to operate institutional food service equipment.
- Scratch baking techniques for bread, cake and cookies.
- Familiarity of the City streets and Senior Living Facilities.
- Ability to read and understand maps.
- Skill in handling stressful situations and effectively dealing with difficult or angry people.
- Must be dependable and punctual.

COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

Mission

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

Statement of Organizational Values

- We value Professional Ethics, which includes:
- Honesty
- Compassion
- Fairness
- Confidentiality
- Reliability
- Stewardship of resources
- Respectfulness
- Non-discriminatory behavior
- Professionalism & personal courtesy

We value *Commitment to Citizens through Customer Service*, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value *Commitment to Excellence*, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism
- Accountability
- Teamwork
- Protection of health, safety & public welfare
- A willingness to embrace change
- A commitment to organizational goals
- Clear communication

EDUCATION AND EXPERIENCE

- High school diploma or acceptable equivalent required.
- Experience in food preparation and nutrition preferred.
- Any combination of the above at the discretion of the City Manager.

CERTIFICATION(S) AND LICENSE(S)

- Valid driver's license with a safe driving record as determined by the City.

PRE- EMPLOYMENT TESTING

Components of the following pre-employment testing may be conducted and must be successfully completed by the employee:

- Criminal history background checks.
- Physical Capacity Profile – Level 2.
- Driving record check.
- Drug screen.
- Alcohol testing.

WORK ENVIRONMENT AND CONDITIONS

On feet for nearly the entire work day. Lift heavy objects routinely and are constantly exposed to hot ovens and grills. This job involves standing for long periods as well as stooping, squatting, lifting, reaching, and climbing. During driver functions, work is primarily performed in a vehicle delivering meals to homes throughout the city with frequent exposure to cold, heat and precipitation. Stressful, busy and fast-paced with extensive contact with people.

ESSENTIAL PHYSICAL FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must meet Level 2 in Department of Labor's Dictionary of Titles – Light Work exerting up to 20 pounds of force occasionally, an/or up to 10 pounds of force frequently. Required walking or standing to a significant degree. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling or arm or leg controls.

APPLICATION INSTRUCTIONS

Apply Online: <https://www.arkcity.org/>