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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

Department:	Public Services	Pay Range:	PS3
Division:	Parks and Facilities	Location:	Senior Center
FLSA:	Hourly, Non-Exempt		
Work Shift:	Generally M-F (unless otherwise necessary)		
Work Status:	Full-Time		
PCP Level:	2 - Light Work		
KPERS:	KPERS Covered Position		
Residency:	None		
Response Time:	None		
Cell Allowance:	No		

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
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- 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.

LIFTING

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Objects
01-10lbs. (Sedentary)				x		
11-20lbs. (Light)			x			Heavy supplies and full pans of cooked food.
21-50lbs. (Medium)	x					
51-100lbs. (Heavy)	x					
100 + lbs. (Very Heavy)	x					

CARRYING

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Maximum Distance Carried
01-10lbs. (Sedentary)				x		Can be more than 50 feet
11-20lbs. (Light)			x			
21-50lbs. (Medium)	x					
51-100lbs.	x					

(Heavy)						
100 + lbs. (Very Heavy)	x					

PUSHING/PULLING

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Maximum Distance Moved
01-10lbs. (Sedentary)			x			
11-20lbs. (Light)			x			
21-50lbs. (Medium)	x					
51-100lbs. (Heavy)	x					
100 + lbs. (Very Heavy)	x					

REACHING

	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Comments

Total Reaching				x		May need to reach objects high on shelves.
Below waist		x				
Waist to Shoulder				x		
Overhead		x				

OTHER PHYSICAL DEMANDS

	Non e	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Comments
Sitting		x				
Standing				x		
Walking				x		
Climbing/Balancing (stairs, ladders, other)			x			May need to get items on a shelf with the use of a step ladder.
Operating Foot Controls		x				
Rotation of head/neck			x			
Flexion (head bend down & head bend back)			x			
Bending at the waist			x			

Twisting at the waist			x			
Kneeling			x			
Crouching (squatting)			x			
Crawling			x			
Lying down (back, side, front)			x			
Handling/grasping				x		While using utensils for mixing
Forceful Gripping			x			
Fine Finger Manipulation				x		
Keyboarding/Mouse		x				
Repetitive motion (multiple manipulation of same muscle group)			x			
High Impact vibratory tools (bucking/riveting)	x					
Low Impact vibratory tools (drilling/sanding)	x					

SEEING

Near Acuity: Required	Far Acuity: Required	Depth Perception: Required	Field of Vision: Required
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Color Discrimination: Required	Note Colors: Full Spectrum
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HEARING/TALKING

Co-workers and public (in person and telephone).

MACHINES, TOOLS, EQUIPMENT, PARTS USED

Motor Vehicle, dolly, handcart, dishwasher, stove, convection oven, and other kitchen appliances, broom, mop and telephone.

ENVIRONMENTAL/ATMOSPHERIC CONDITIONS

70% Inside	30% Outside	Temperature Extremes: All temperature extremes when outside			
Noise Level:	Low:	Moderate: x	High: x (occasionally)		
Vibration: Present					
Dust: Present	Odors: Present	Fumes: Present	Vapors: Present	Mists: Present	Gases: Present
Chemicals: Present		Note Types: General cleaning supplies including solvents, vehicle maintenance.			
Blood Borne Pathogens Present: May be present					

COGNITIVE & BEHAVIORAL CAPACITIES

	Present		Comments:
	Yes	No	Where appropriate: frequency or % of job
COMPREHENSION, REMEMBER & PLAN			
Articulate and comprehend information in conversation.	x		Frequent basis
Read, comprehend, and use written materials.	x		Frequent basis

Use technology/instruments/tools & information systems.	x		Frequent basis
Remember spoken instructions.	x		Frequent basis
Remember written instructions.	x		Frequent basis
Remember visual instructions.	x		Frequent basis
Remember simple instructions.	x		Frequent basis
Remember detailed instructions.	x		Frequent basis
Perform repetitive or short-cycle work.	x		Frequent basis
Work under specific instructions.	x		Frequent basis
Completed complex tasks.	x		Frequent basis
ATTENTION & CONCENTRATION			
<u>Fine detail:</u> Regularly deals with data or things requiring attention to minute detail.	x		Frequent basis
<u>Interruptions:</u> Requires quickly resumed attention after multiple interruptions, or ability to easily shift between tasks.	x		Frequent basis
<u>Sustained Attention:</u> Requires unbroken lengthy attention to same/similar tasks.	x		Frequent basis
<u>Multitasking:</u> Job requires ability to attend to more than one activity simultaneously such as typing while answering phones.	x		Frequent basis
<u>Visual or aural distractions:</u> busy, noisy environment making focusing difficult.	x		Frequent basis
EXECUTIVE FUNCTION			
<u>Decision making:</u> Makes critical decisions potentially affecting costs to company or public safety.(\$ or lives)	x		

Planning: Responsible for laying-out and planning sequence of work activity.	x		
Simple, repetitive, short-cycle tasks: Must frequently deal with boredom.		x	
INFORMATION PROCESSING			
Processes highly technical information: reads, understands and uses complex or highly technical information or computation (calculus, etc.)	x		
	Present		Comments:
	Yes	No	Where appropriate: frequency or % of job
Integrating Information: Obtains information (reads, hears) from multiple sources, then must be able to synthesize, integrate, and then utilize the information.	x		Frequent basis
High productivity or highly speeded work Meets expectation for high level of output with little "down-time" between tasks.	x		Frequent basis
High level visual-spatial reasoning: Processes information in graphic form. Perceives 3 dimensional objects from 2 dimensional representations (drawings plans, etc.).		x	

PSYCHOSOCIAL FACTORS			
Works alone: must work independently, with little oversight or supervision and/or contact with others	x		Limited basis

<u>Works in close proximity to others:</u> works in same physical area as others but interaction is either limited or not required.	x		Frequent basis
<u>Frequent &/or extensive interaction</u> with others, such as customers, public or peers (e.g. cashier, receptionist).	x		Frequent basis
<u>Deals with people under adverse circumstances:</u> deal with people who are angry or confrontational, critiques work of others, gives “bad news” etc.	x		Frequent basis
<u>Deals with people under pressure of time or numbers</u> (Customers with construction or code problems)	x		Frequent basis
<u>Teamwork:</u> Works as integral part of team, must cooperate with others, divide tasks, integrate output, and put team goals, ideas or plans before ones’ own.	x		Frequent basis
ATTENDANCE			
Maintain predictable and reliable attendance.	x		Frequent basis
Be punctual.	x		Frequent basis
Take rest periods at set times or only times determined by breaks in job responsibilities.	x		Only as conditions and circumstances allow.
Adjust to a flexible schedule of work days or shifts.	x		Limited basis



GENERAL COMMENTS

This job description is intended to identify and illustrate the kinds of duties that may be assigned. It should not be interpreted as describing all of the duties that may ever be required or be used to limit the nature and extent of assignments given. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Arkansas City is an At-Will employer.

APPLICATION INSTRUCTIONS

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

Questions? Contact the Water Department @ 620-441-4484