



**Job Opening Announcement
June 2021**

Lead Cook, Aster Senior Center at Mesa Red Mountain

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

The Lead Cook prepares and cooks meals in alignment with production sheets, within the scope of the Aster's vision, mission and goals and under the supervision of the Kitchen Manager. Ensure compliance with senior nutrition program requirements to produce Center-Based Services Congregate Meals, Meals on Wheels, and contracted catered meals for neighboring senior services. Assist in team leadership of kitchen and food service operations. Maintain high standards in sanitation, meal safety, quality and presentation.

Full-time (35 hours / week) position
Competitive salary and benefits package

Qualifications include: High school graduate. Training in culinary or related services is strongly preferred. Knowledge of and ability to safely operate all kitchen equipment. Effective organization and time management skills. Ability to follow instructions and flexibility to perform a variety of tasks. Effective interpersonal skills and ability to encourage teamwork.

Requirements include: Ability to lift and carry objects weighing up to 30 pounds unassisted. Ability to stand for long periods of time. Ability to tolerate exposure to temperature and humidity changes, including entering refrigerated storage areas, working at ovens / ranges, dishwashing equipment, and steam tables. Possess valid AZ driver's license and reliable transportation, including a safe driving record and compliance with Aster's liability insurance provider's driver standards. Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

This position includes physical capability requirements. Please refer to job description for additional information.

Please refer to the Job Description for Major Duties, additional information and requirements

Interested applicants are encouraged to submit their resumes to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled. Equal Opportunity Employer

Aster Aging, Inc.
Job Description: Lead Cook

Overview: The Lead Cook prepares and cooks meals in alignment with production sheets, within the scope of the Aster's vision, mission and goals and under the supervision of the Kitchen Manager. Ensure compliance with senior nutrition program requirements to produce Center-Based Services Congregate Meals, Meals on Wheels, and contracted catered meals for neighboring senior services. Assist in team leadership of kitchen and food service operations. Maintain high standards in sanitation, meal safety, quality and presentation.

Major Duties:

- Assemble ingredients, prepare and cook food items following the production sheet and recipes for multiple service times each day. Ensure correct quantities to minimize waste. Ensure that food comes out simultaneously for each service, in high quality and in a timely fashion.
- Prep food items in advance following posted menu, maintaining freshness and maximizing efficiency.
- Plan and prepare items for food bars (e.g. salad or potato bar) following posted menu. Prepare and plate chef's specials.
- Assist the Kitchen Manager in coordinating daily portion control and appropriate meal serving / packaging for group on-site, individual home delivery, and bulk catering service.
- Utilize required food handling practices for the safe preparation, packaging, and storage of all menu items. Ensure food temperatures are checked and correct before food items are transported or served.
- Maintain high standards in sanitation and meal safety. Maintain a strict "clean as you go" practice ensuring a safe, professional work environment. Clean drawers, utensils, equipment, etc. in keeping with the team's maintenance schedule.
- Assist with receiving food and supply deliveries, checking all orders for accuracy. Assist in checking and organizing inventory and storage areas.
- Assist coworkers with break-down of line, storing leftovers, and washing pans and dishes at end of service.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Foster appropriate and courteous communication and positive relationships with supervisor, other program managers and staff, volunteers, community partners, vendors, and clients. Assume management and oversight responsibilities of supervising all kitchen functions and directing the work of others in the absence of the Kitchen Manager.
- Ensure that agency policies, standards and decisions are implemented and maintained.
- Serve as a member of the food service team, participating in the development of menus and plans.

Qualifications:

- High school graduate. Training in culinary or related services is strongly preferred.
- Knowledge of and ability to safely operate all kitchen equipment.
- Effective organization and time management skills. Ability to follow instructions and flexibility to perform a variety of tasks.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Sensitivity to the needs of older adults.

Requirements:

- Ability to lift and carry objects weighing up to 30 pounds unassisted. Ability to stand for long periods of time. Ability to tolerate exposure to temperature and humidity changes, including entering refrigerated storage areas, working at ovens / ranges, dishwashing equipment, and steam tables.
- Possess valid AZ driver's license and reliable transportation, including a safe driving record and compliance with Aster's liability insurance provider's driver standards.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster's background check policies.
- Have or ability to obtain a Food Service Manager's Certification.

Responsible to: Kitchen Manager

Status/Hours: Full-Time, non- exempt position; regular weekday hours.

Primary Works Site: Aster Aging at Red Mountain or Aster Aging at Downtown Mesa as assigned.