

# Memo

**To:** Program Directors  
**From:** Sarah Childress  
**Date:** March 11, 2021  
**Re:** Position Opening

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This position is currently open. Please forward this to your employees.

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**JOB TITLE:** Cook Assistant

**LOCATION:** Cora Veal Senior Center- Monroe County

**PROGRAM:** Senior Nutrition

**POSITION SUMMARY:** The Cook Assistant will perform all duties and responsibilities necessary to prepare and package meals for Senior Nutrition clients.

**DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:**

- Assist in cooking and preparing meals using standard recipes and in a manner that retains nutritional value, looks appetizing and is appealing.
- Works with the Cook to ensure proper packaging of hot and cold food for delivery.
- Uses standard kitchen equipment and some commercial equipment.
- Heat and serve congregate meals.
- May fill in as necessary as substitute delivery driver.
- Complete necessary paperwork, assist with client re-assessments.
- Maintains a clean work environment using proper methods of sanitary food preparation and storage procedures, including careful washing of hands and wearing plastic gloves when serving food.
- Cleans, mops, sweeps kitchen area. Cleans and maintains coolers, freezers and oven.
- Makes sure stove, oven, refrigerators, coolers, freezers and other large commercial equipment is cleaned on a weekly, or more often as needed and the stock room is clean and orderly.
- Participates in food safety training on a regular basis.

**ROLE QUALIFICATIONS:**

**Education Requirements:**

- High School diploma or GED preferred

**Experience Requirements:**

- Experience with meal preparation preferred.

**Other Knowledge, Skills and Abilities**

- Ability to work with others
- Ability to keep accurate, simple records
- Basic computer skills
- Ability to lift up to 40 pounds, loading coolers into vehicle, putting up stock and/or supplies

**Hours and Benefits:** Part-time; Non-Exempt.

**To Apply:** Send resume to: DCEA Human Resources, Attn: Cook Assistant, P.O. Box 1218, Morristown, TN 37816 or email to [awhite@douglascherokee.org](mailto:awhite@douglascherokee.org).