



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:**

**Final Filing Date:**  
**OPEN UNTIL FILLED**

**Social Services**

**Cook/Driver**

**Senior Services**

*Walker, California*

**SALARY**

**RANGE 43**

**\$14.32 – 17.41/ hour**  
**35-40 Hrs. per week**

The County of Mono is accepting applications for the benefited position of Cook/Driver at the Senior Citizen's Center in Walker, CA. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

**Knowledge and abilities:**

Under general supervision, to perform food preparation and dispensing for clients in a Mono County Senior Citizens Center; to prepare established menus of food items; to maintain an inventory of food and supplies; to maintain a kitchen and equipment in sanitary and good working condition; to drive a vehicle and deliver food in the community; to transport senior citizens to and from appointments and services; and to do related work as required.

**Distinguishing Characteristics:**

This is an experienced Cook classification. Incumbents perform a variety of food preparation and dispensing and kitchen sanitation work with minimal guidance and supervision. They also drive a vehicle and deliver food throughout the community in which a Senior Citizen's Center is located.

**Reports To:**

Senior Citizens Site Coordinator.

**Classifications Supervised:**

None.

**Examples of Important and Essential Duties:** (The following is used as a partial description and is not restrictive as to duties required.)

Prepares and cooks a variety of food items for clients in a Mono County Senior Citizens Center; provides for adequate servings and food quantities; follows established menus in food preparation; assists the Site Coordinator with menu planning and development; cuts and prepares meat, fowl, and fish; prepares and cooks vegetables, salads, desserts, and other foods and beverages; makes allowable substitutions and adjusts recipes according to day-to-day food service requirements; cleans and maintains utensils, equipment and work areas; may supervise and trains volunteers who perform kitchen help activities; prepares orders for produce and other food items, maintaining adequate inventory to meet menu requirements; makes emergency purchases of food and supplies when necessary; maintains and updates inventory records of food and supplies used and purchased; ensures proper storage of food and supplies; performs a variety of assignments related to food preparation, food dispensing, kitchen sanitation, and equipment maintenance, drives a vehicle for delivery of food throughout the county, ensuring proper temperature and sanitation of meals which are delivered; transportation for seniors to medical appointments.

**Typical Physical Requirements:**

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 lbs. without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; uses ovens, steamers, mixers, slicers, choppers, steam tables, and food transporters; use of office equipment, including computer, telephone, calculator, copiers, and FAX, safely drive a vehicle for delivery of food.

**Typical Working Conditions:**

Work is performed in a kitchen and office environment; exposure to heat and electrical energy; work is performed in an environment with constant noise; work is performed around equipment with moving parts; some exposure to chemicals, cleaning solutions, and bleaches; regular exposure to moisture and wetness; work requires driving in various weather conditions; continuous contact with other staff and the public.

**Some desirable qualifications include:**

**Knowledge of:**

- Methods, practices, and procedures used in ordering, storing, preparing, and cooking substantial quantities of food for serving to a group.
- Operation and use of equipment, machines, and utensils used in quantity food preparation.
- Proper record keeping and inventory reporting methods.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Safe driving principles.
- Maintenance of proper temperature and sanitation of food which is delivered to clients.
- Physical signs and symptoms requiring medical assistance.

**Ability and willingness to (partial list):**

- Prepare, cook, and bake a variety of foods in substantial quantities within established time constraints.
- Effectively read, interpret, and adjust recipes.
- Safely use and operate food service appliances and equipment.
- Maintain accurate records and prepare routine reports.
- Plan and estimate appropriate amounts of food and supplies needed for menu preparation.
- Safely operate a motor vehicle.
- Maintain proper temperature and sanitation of food for delivery.
- Transportation for seniors to medical appointments.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: One year of previous work experience in quantity food preparation.

**Special Requirements:**

Possession of a valid and current Class C driver's license.

Possession of a valid Food Safety Certification, or the ability to obtain such within 12 months of hire.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Mono County assumes no responsibility for the accuracy of the document and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer@ process" and are subject to the Memorandum of Understanding or individual employee "At-Will" contract currently in effect.

**Application Process:** For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**COUNTY OF MONO**  
**COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES**  
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**EOE**