



## MERCED COUNTY COMMUNITY ACTION AGENCY

1235W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543

MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds

Board

Chairperson

Brenda Callahan-

Johnson

Executive

### JOB DESCRIPTION

#### SUB COOK / DELIVERY DRIVER-On Call Position

##### PRESCHOOL PROGRAMS - KITCHEN

#### ESSENTIAL FUNCTIONS:

Under supervision of the Director of Preschool Programs, incumbent has lead responsibility as a cook for the daily meal counts, preparation and cooking of meals for in an agency project kitchen, and kitchen clean-up. And as a driver deliver meals, food products and supplies; and do related work as required. This is a non-exempt position.

#### TYPICAL DUTIES:

##### COOK DUTES:

- Assist in the planning, preparing, cooking and dispensing of nutritionally balanced meals and foods;
- Assist in planning schedules so foods will be ready at specified times;
- Measure and mix ingredients according to standard recipes;
- Use a variety of kitchen equipment such as ovens, ranges, mixers, grinders, slicers;
- Check frequently to ensure safety, health and sanitation requirements are met;
- Clean up of the kitchen and equipment;
- Take periodic inventory and aid in maintaining records and reports;
- Receive and account for ordered food items;
- Attend assigned meetings and training sessions;
- Other related duties as assigned to support the Food Program.

##### DRIVER DUTIES:

- Deliver meals to child development sites; deliver supplies and materials; load and unload vehicle;
- Check to insure vehicle is clean and in good running condition;
- Keep simple records; clean containers;

#### ESSENTIAL REQUIREMENTS:

- High school graduate or equivalent;
- Willingness and ability to achieve ServeSafe certification within three months of hire;
- Two years experience as a cook in an institution, commercial or large domestic kitchen, serving at least 200 meals at any one time;
- Knowledge of cooking practices and procedures; sanitation practices; menu planning and nutritional requirements;
- Ability to follow written recipes and adjust according to number of meals;
- Ability to effectively work with and assist people assigned to food preparation;
- Ability to walk, stoop, bend, grasp, grip and squat as needed to perform daily duties; ability to lift and carry up to 40 pounds and stand during the majority of working hours;
- Ability to perform the essential functions of the position, with or without reasonable accommodation;
- Previous experience as a delivery person is desirable and basic record keeping skills.
- Knowledge of safe driving practices; ability to drive a standard or automatic medium-size van safely and efficiently.
- Ability to follow oral and written directions, keep simple records and work cooperatively with others. Some basic mechanical knowledge.

#### DESIRED QUALIFICATIONS

Current Serve Safe certificate; Experience as a lead person in a similar environment; Course work related to food safety, sanitation, basic food preparation helpful. Experience with CACFP (California Adult & Child Food Program) or willing to be certified within 90 days of employment.

**LICENSES AND OTHER REQUIREMENTS:**

1. Valid California driver's license, current DMV report, reliable transportation and proof of minimum California vehicle insurance.
2. Applicant must pass Fingerprint clearance and pre-employment physical.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION**

**SALARY RANGE:** Pay will be at range and step 1 on the position covering  
**HOURS** : 6:30 A.M. – 12:30 P.M (ON CALL)  
**JOB SITE** : Merced  
**APPLY AT** : MCAA 1235 W. Main St. Merced, CA 95340  
**DEADLINE** : **Open Until Filled**

**THIS IS NOT A COUNTY POSITION**