MERCED COUNTY
COMMUNITY ACTION AGENCY
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Rebecca Guerra
Board Chairperson

Brenda Callahan-Johnson
Chief Executive Director

JOB DESCRIPTION

COOK / DELIVERY DRIVER(PART TIME)

CHILD DEVELOPMENT - KITCHEN

ESSENTIAL FUNCTIONS:

Under supervision of the Director of Preschool Programs, incumbent has responsibility as an assistant to the lead cook for the daily meal counts, preparation and cooking of meals for an agency project kitchen, and kitchen clean-up. 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 ensure 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 Serve Safe 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; 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:

68.1	22.70	23.84	25.03	26.29	27.62

BENEFITS: **Eligible for 12 paid holidays. Two (2) optional paid holidays (available after 6 month introductory period.**
JOB SITE: **Child Development Kitchen (Merced)**
HOURS: **Up to 29 hours per week.**
APPLY AT: **MCCAA 1235 W. Main St. Merced, CA 95340**
DEADLINE: **Open Until Filled**

THIS IS NOT A COUNTY POSITION