



BRIGHAM CITY CORPORATION

Job Description

Title:	Culinary Specialist II (part-time)	Code:	166
Division:	Senior Center	Effective Date:	7/99
Department:	Community Development	Last Revised:	3/15
GRADE: 29		FLSA Status: Non-exempt	
Wage Range: \$10.95 - \$12.87 - \$14.81 per hour (depending on qualifications)			
SCHEDULE: Approximately 26 hours per week M-F			
OPENED: April 9, 2019		CLOSES: Once filled	

GENERAL PURPOSE

Performs a variety of skilled duties related to the day-to-day preparation of congregate and homebound meals.

SUPERVISION RECEIVED

Works under the general supervision of the Community Activities and Services Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Utilizes various recipes, proportions recipe contents according to estimated serving needs; operates various types of commercial kitchen equipment such as mixers, slicers, graters, choppers, steam pots, ovens, deep fryers, etc., as needed to prepare, cook, and serve meals; washes dishes and equipment and assists in work area clean up.

Prepares a variety of entrees and al-a-carte meals; prepares soups, sandwiches, soups, fruits, vegetables, meats, breads, desserts, salads, etc.; sets up food for serving lines; prepares steam tables and other equipment as needed; packages meals for home delivery.

Interacts with senior patrons; provides general care-giver assistance; may attend to individual special needs.

May participate in various center programs; may assist in communicating value of the center to community and promote charitable contributions.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent,
- AND
- B. One (1) year of experience in institutional, restaurant or school kitchen environment;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Knowledge of various nutrition standards and specialized menu development; food service process and procedures associated with meal preparation; general writing and written

communication techniques and methods. **Knowledge of** various types of kitchen equipment and their uses; various cleaning chemicals, cautions and hazards; record keeping and inventory systems and procedures; basic principles of supervision; interpersonal communication skills; safety standards and sanitation and health standards; food borne diseases.

Ability to exercise initiative and independent judgment and to react resourcefully under varying conditions; organize and maintain time schedules; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies, seniors, and the public; demonstrate efficiency in food commodities management.

3. Special Qualifications:

Must possess or obtain a food handler permit or license.

Must possess a valid state of Utah driver license.

Lifting (up to 25 lbs.)

Regular and reliable attendance.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (25 lbs). Talking, hearing and seeing essential to performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2041104** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to cjeppsen@utah.gov. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER