

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 09/18//17

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 09/28/2017

OUTSIDE: X

POSITION: Cook

INITIAL WORKSITE:* Cumberland Kitchen

* Subject to change based on program needs

PROGRAM: Older Americans Act

SALARY: Hourly: \$9.25

Annually: \$

GENERAL SCOPE:

Under the supervision of the Older Americans Act Program Manager, and in accordance with HRDC Policies and Procedures, Child Adult Care Food Program (CACFP) and Older Americans Act Food Program guidelines, cooks all meals and has responsibility for following all health and hygiene regulations and principles in meal preparation; maintains a positive, professional attitude at all times.

QUALIFICATIONS: (Education/Experience)

High School Diploma/GED and minimum of two (2) years experience in large quantity food preparation in a supervised setting.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Physical ability to perform job duties including but not limited to lifting 50+ lbs, bending and work standing for majority of the day.
2. Must possess basic communication skills and be able to read and write legibly.
3. Ability to perform basic mathematical calculations
4. Ability to work under pressure.
5. Ability to relate well to a vulnerable adult population.

JOB REQUIREMENTS:

1. Must be 21 years of age
2. Must provide a satisfactory Criminal Background Check within timeframe established by the program.
3. Must be flexible, and eager to accept new challenges, have a positive attitude and an outgoing personality.
4. Must, at a minimum, dress in a manner that is casual, but conservative. Must be neat and well-groomed at all times.
5. Ability to work flexible schedule.

WORKING CONDITIONS:

- Union eligible position.
- Up to 7 hours per day.
- Typically, Monday – Friday.
- Days and hours of work may vary based on program operations.

NOTICE: All applicants must submit an HRDC Employment Application and cover letter of interest which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

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