

## **JACKSON AREA COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCY**

**POSITION NAME:** COOK/DIETARY

**CLASSIFICATION:** NON-EXEMPT

**POSITION SUPERVISED BY:** DIRECTOR OF DIETARY SERVICES

**HOURLY RATE:** \$10.50

### **DUTIES AND RESPONSIBILITIES:**

- Assists in preparing three (3) meals per day for up to seventy (70) individuals.
- Prepares meals and menus to conform to basic nutritional standards.
- Observe all policies and procedures detailed in the manual under dietary services and infection control.
- Maintain general appearance and cleanliness of kitchen and dining areas.
- Other duties as may be assigned.

### **QUALIFICATIONS:**

- Food preparation skills necessary to prepare three meals per day for a residential census of not less than (70) clients.
- Must possess health clearances and be capable of carrying out the instructions set forth in this manual concerning sanitation and infection.
- Maintain a working telephone.
- Must be able to lift 50 pounds.
- Possess a valid Tennessee Drivers License.