



JOB DESCRIPTION

TITLE:	Line Cook/Baker
PROGRAM / DEPT:	Nutrition
REPORTS TO:	Lead Cook
LOCATION:	ISR at the Camano Center - 606 Arrowhead Road, Camano Island
FLSA STATUS:	Non-exempt
SCHEDULE:	Part-time, 12 hours per week (Monday, Wednesday, Friday from 7:30-11:30am)
WAGE:	\$16.28-\$18.51 per hour, DOE
BENEFITS:	Twelve Paid Holidays, Vacation and Sick Leave, Employee Assistance Program, and Employee Paid Supplemental Insurance Options Available
TO APPLY:	Send your application and brief letter expressing your interest via email with 'LINE COOK' in subject line to: susan@islandseniorservices.org . Applications can be found on our jobs page: https://senior-resources.org/employment/ . For questions regarding the position or application you may call ISR at 360-321-1600.
DEADLINE:	Open until filled

POSITION SUMMARY: Responsible for assisting Lead Cook with food service preparation for baked goods for the congregate and home-delivered meals.

ESSENTIAL JOB FUNCTIONS:

1. Bakes breads, muffins, and desserts for home-delivered and congregate meal service.
2. Prepares and portions desserts and breads for the day's menu.
3. Assists Lead Cook, as needed, with food preparation for the entree, vegetables, and salads that accompany the meals.
4. Assists with packaging hot Meals-on-Wheels trays for transport and frozen meals on wheels trays.
5. Cover for Lead Cook.
6. Assists with serving congregate hot meals off steam table line for noon meal.
7. Assists with maintaining current stock: inventory, ordering, receiving, and putting stock away.
8. Assists with maintaining cookbooks/ recipe books.
9. Standardizes recipes by increasing and reducing amounts/portions.
10. Maintains clean, neat, orderly workstation by following cleaning schedule.
11. Follows food safety guidelines regulations.
12. Assists with menu planning, new recipes with budgetary constraints in mind.
13. Assists with answering phones and providing great customer service.

14. Assists volunteers with updates/changes for Meals-on-Wheels when the Meal Site Manager is unavailable.
15. Performs other duties as assigned by Lead Cook for Camano Central Kitchen.

QUALIFICATIONS:

Minimum Education/Experience

- High school degree or equivalent.
- Experience in Quantity Food Production.

Knowledge, Skills, and Abilities

- Demonstrated ability to use industrial food service equipment.
- Demonstrated ability to develop and maintain effective working relationships with co-workers, and members of the general public using courtesy, tact, and good judgment.
- Demonstrated ability to follow recipes and adjust servings for needs/portions.
- Demonstrated ability to use knives, slicers, convection ovens, steam ovens, mixers, food processor, steam kettle, and other equipment as needed.
- Basic math skills for recipe conversions, meal site counts, portion size needs.
- Ability to work in busy, light quarters, stressful conditions with time constraints.
- Knowledge of and ability to follow food safety guidelines and regulations.
- Good sense of humor and appreciation for shared laughter, keen sense of optimism, desire to learn from others and share knowledge, enjoys being around people of all ages and backgrounds, solid self-esteem, personal/professional confidence, able to clearly state needs and stand up for self and others.

Physical Demands

- Standing for long periods of time.
- Exposure to high-pressure steam, open-flame gas, slicer, knives, and hot oven pans.
- Repetitive movements of upper extremities.
- Repetitive reaching or lifting of heavy pans and other items *above* the shoulder.
- Frequent stooping or bending.
- Lifting or carrying a weight of 50 lbs. on occasion and 25 lbs. regularly.
- Lifting 30 lbs. above shoulder.
- Climbing stairs.
- Exposure to loud noise in kitchens, hot cooking equipment, and a busy kitchen environment.

Special Requirements

- Must have and maintain a current Food Handler's Permit Card.
- Must pass a formal criminal background check as required by RCW 43.43.830.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work is performed at the Camano Central Kitchen. Available to work Mondays, Wednesdays, and Fridays.



Island Senior Resources (ISR) is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA since 1972. For more information about our programs and services visit: www.senior-resources.org.

Senior Thrift is owned and operated by ISR. Located in Freeland, Washington, we offer new and lightly used clothing, furniture, household goods, outdoor items, tools, crafts, books, jewelry, electronics, and children's items. We provide a sustainable recycling service to the community for these items and offer low-cost merchandise to islanders and visitors alike. Proceeds benefit programs and services provided by ISR.

Our Mission

Island Senior Resources seeks to share the joys and help meet the challenges of aging in our Island County communities by providing integrated programs and services.

Our Vision

We envision an interwoven community in which aging adults and those who care for them are supported to live with dignity.

Our Staff: We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected and a desire to learn and improve is encouraged. Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.

"I believe in the value of Island Senior Resources; that's why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference. It's more than a job; I'm doing what I believe in."

– Long-time staff member

Equal Opportunity Statement: Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We actively seek those with diverse backgrounds and lived experiences who might broaden/deepen our organization's range of perspectives to represent better the communities we serve.

Island Senior Resources

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360-321-1600

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www.senior-resources.org