

Southern Oregon Child & Family Council Position Summary

***** Cook *****

Job Summary & Requirements:

A Cook serves as a role model by planning nutritious meals, and has a healthy attitude toward food. Must have knowledge of safe and sanitary food handling practices, as well as serving meals that are attractive, appealing and flavorful. This position requires at least two years experience cooking and food preparation for large groups of people (volunteer or paid). Food service management and buying experience is preferred.

Education Requirements:

This position requires a High School Diploma or GED.

Hours Per Week: 30 - 39

Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned.

Number of Work Weeks per Year: 39.4 weeks, starting 8/31/09 and ending 5/28/10

Number of Layoff Weeks per Year: 13

This is an unpaid layoff, during which you may be eligible for unemployment benefits.

Starting Salary: \$9.87 Hourly

Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.

Employment Contingencies:

- Employment Application;
- Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen, Physical and Functional Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- Valid Oregon Driver's License;
- 5 Year Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

Benefit Package:

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).