

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Chinese Cook, Part Time  
**DEPARTMENT:** Senior Nutrition Services  
**REPORT TO:** Director of Senior Nutrition Program  
**CLASSIFICATION:** Non-Exempt and Hourly



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*Bay Area Community Services is a non-profit, community-based agency servicing primarily Alameda County by providing a comprehensive array of mental health and older adult services. Meals on Wheels and Senior Nutrition Services provides hot, nutritious meals to seniors 60 or older who reside in Oakland, Alameda and Piedmont. Meals are delivered to congregate dining sites and to the home bound frail elderly who are unable to cook or shop for themselves. These meals are delivered by caring drivers who are often the only social contact the senior has on a daily basis. Meals meet one third of the recommended daily allowances, helping seniors to stay healthy and independent.*

### **I. POSITION OVERVIEW**

**Under the direction of the Director of Senior Nutrition Program, the Chinese Cook is responsible for the production of Chinese (Cantonese) foods at the central kitchen.**

### **II. DUTIES AND RESPONSIBILITIES (\*Essential Function)**

- \*A. Produce standardized authentic Cantonese menu items and recipes.**
- \*B. Prepare all food necessary for the production of the daily Chinese Menu.**
- \*B. Ensure all foods are prepared in a sanitary manner and proper food handling procedures are followed.**
- \*C. Ensure that the quality of all cooked foods are of the highest standard and proper cooking temperatures are used.**
- \*D. Prepare order lists of products needed for the production of the Chinese menu.**
- \*E. Participate in production activities as required.**
- \*F. Other duties as assigned.**

### **III. QUALIFICATIONS**

**Two years of experience in an institutional food production facility and two years experience producing Cantonese foods. Knowledge and application of safe food handling techniques, recipe production, menu planning, and ordering skills required. High School Diploma or GED required. Experience in operation of a meal program for the elderly preferred. Knowledge in preparing meals in a sanitary and efficient manner. Must**

possess ServSafe Certification or the ability to obtain this Certification within the first two months of hiring.

**IV. ADDITIONAL REQUIREMENT**

Must have physical capacity to perform job duties to include lifting and carrying food items up to 50 pounds. Position requires a valid California driver's license, proof of personal vehicle insurance coverage and a driving record acceptable by the Agency's insurance company. Must be eligible for employment in accordance with the Immigration and Reform and Control Act of 1986.

**V. COMPENSATION:**

\$15.00 per hour for 20 hours/week. Benefits include 10 days annual leave, 12 days sick leave, 2.5 days personal leave, 10 paid holidays with paid leave pro-rated for part time staff; partially paid health and fully paid dental, vision and life insurance; a voluntary optional 403(b) retirement plan.

**CLOSING DATE:** Open until filled.

**APPLICATION PROCESS:** Send resume and cover letter to:  
**BAY AREA COMMUNITY SERVICES**  
**POST OFFICE BOX 2269**  
**OAKLAND, CA 94621-0169**