

CITY OF McALESTER

NOTICE OF JOB OPENING

The **City of McAlester** has an opening for a part-time position in **Nutrition** at the Stipe Center for a **Cook Aide**.

This position will be under direct supervision of the cook, assists in the preparation, cooking and serving of foods in a nutrition program for the elderly. Maintains high standards of sanitation in food handling and in all work areas. Relieves the cook on specific shifts, or, when the cook is absent from work for any reason.

EXAMPLES OF DUTIES:

Assists in preparing and cooking all foods

Assists cook in serving standardized portions during the meal.

Keeps working areas and equipment clean and sanitary.

Assists in the care and maintenance of equipment.

Attends staff meetings and training sessions.

Performs other related tasks as assigned by supervisor.

KNOWLEDGE AND SKILLS:

Ability to follow instructions, work within established guidelines and procedures; and establish and maintain effective working relationships with co-workers, volunteers, and nutrition program participants.

Knowledge of health regulations for food handlers.

EDUCATION AND EXPERIENCE:

Preferred high school diploma, or General Educations Development (GED). Cooking experience for group preferable.

SPECIAL REQUIREMENTS:

Must be able to lift or otherwise move 50 pound objects and meet local health requirements for food handlers.

WORK HOURS VARY: 4 hours to 8 hours a day

WORK DAYS: Monday – Friday

HOURS OF OPERATION: 6:00 a.m. – 2:30 p.m.

STARTING PAY: \$6.63 an hour

Persons wishing to obtain information further on this position may come to the Personnel Office, at the City of McAlester located on the second floor.

OPENING DATE: Monday, July 7, 2008

CLOSING DATE: Until filled

No applications will be accepted prior to the opening or after the closing date.

All applicants must meet minimum requirements.

The City of McAlester is an **EQUAL OPPORTUNITY EMPLOYER.**