

DIVERSIFIED HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Cook (Part-time)
Services to the Aging, Central Kitchen
Donora, PA

PAY GRADE: 2

WAGE: \$9.75/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Prepares meals daily for the Aging Services nutrition program.
- Assembles and prepares ingredients and supplies as indicated by menu.
- Prepares and packages congregate and homebound meals, to required specifications, for transportation.
- Maintains sanitation of kitchen and cleanliness of equipment and utensils, as directed, to meet Health Department Standards.
- Assists in stocking food storage shelves and inventory maintenance.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Ability to read, write and verbally communicate and follow directions.
- Demonstrated knowledge of institutional food preparation and equipment.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to move and/or lift equipment and supplies weighing up to 35 pounds.
- Ability to move about the production area, as may be required, to prepare food and operate equipment.
- Ability to reach overhead shelving with the assistance of a step stool.
- Ability to work as part of a production team.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#17164-NO LATER THAN OCTOBER 19, 2017.

EQUAL OPPORTUNITY EMPLOYER