

**CITY OF CRANSTON, RHODE ISLAND
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPENING FOR:**

**CHEF'S ASSISTANT/COOK
DEPARTMENT OF SENIOR SERVICES (PART-TIME)**

SALARY: \$18.00 per hour (Approximately 19.5 hours/weekly)

Application must be submitted to the Office of the Personnel Director, Room 107, Cranston City Hall, 869 Park Ave., Cranston, R.I. 02910, and will be accepted until the position is filled. The job application and announcement are available in the Personnel office and on the Personnel webpage at www.cranstonri.com.

This position reports directly to executive chef. Must have the ability to coordinate and interact with other senior services' personnel and agencies serving the elderly. Ability to work with other kitchen staff and to maintain a positive attitude. General management and organizational skills required. Able to manage quotes and keeping inventory levels and controls of an industrial kitchen. Must be able to work with the aging populations and other diverse groups of individuals. Performs the following:

- Submits orders and prepares nutritious meals for participants.
- Maintains clean and safe work area including stock rooms, refrigerators, and appliances.
- Check in orders and confirm accuracy of product.
- Assists executive chef in daily food ordering and confirm delivery of such food and supplies.
- Receives bread, milk and produce order daily.
- Checks and confirms inventory with chef on a weekly schedule.
- Provides other work related tasks on an as needed basis.
- In occasions it may be required to serve as a Meals Site Delivery Driver.
- Will assist managing part-time Meals Site Delivery Drivers.
- Other such duties as may be assigned by the Chef.

DESIRABLE KNOWLEDGE AND REQUIRED SKILLS:

Knowledge of basic principles of large quantity food production and standard of sanitation. Certified in food safety. Ability to work proactively in certain situations where it may be detrimental in the everyday operation of the center and/or the nutrition department.

The City of Cranston is an Equal Opportunity Employer