



211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

July 2019

POSITION OPENING
BAKER/COOK – FULL-TIME

The Hub... on Smith is looking for enthusiastic applicants who have a passion for creative cooking, baking and customer service - with the ability and desire to work as part of a team. Our meals program is growing, we are preparing healthier meals! You will learn new skills while using fresh food to make delicious and nutritious meals from scratch in a fun and upbeat atmosphere!

Food service experience including quantity baking. Position requires a full range of motion and ability to lift, transfer and position objects. Must possess a high school diploma or its equivalent and have at least two years of employment in food service.

Rate of Pay will be dependent upon qualifications and experience. Benefits include paid time off (PTO), holidays and inclusion in the Wyoming Retirement System. You will also be eligible to participate in the organization's health care plan and other health related benefits. Complimentary meal on the days you work.

Attached is a job description and application form. Apply @ the Hub...on Smith – 211 Smith St. – Monday-Friday between the hours of 8:00 a.m. and 4:00 p.m. Applications will be accepted until the position is filled. The Hub is an equal opportunity provider and an equal employment opportunity and "At Will" employer. Thank you for your interest in the Cook position.

Best,

Sheree Childers-Cossel
Human Resource Manager

Attachments

SENIOR CITIZENS COUNCIL

JOB DESCRIPTION

POSITION: Baker & Sandwich Maker
LOCATION: 211 Smith Street
Sheridan, WY 82801
REPORTS TO: Grab 'N Go Manager

Essential Job Functions Include:

- Bakes all scratch made items
- Follows recipes and instructions to successfully duplicate food items every time
- Cleans work areas regularly
- Works with supervisor to plan and execute daily tasks
- Plans for the next day by preparing appropriate foods and baked goods in advance
- Responsible for storing, monitoring and keeping stock of the necessary food and supplies
- Assures that food items being produced follow regulations involving health and sanitation
- Assures that safety and customer service are priorities in food preparation
- Maintains record keeping for the area as required
- Adheres to policy and procedures on confidentiality
- Provides assistance to staff as needed
- Works independently and in cooperation with others
- Reports concerns of health and safety regarding an individual or the program to supervisor immediately
- Strictly follows the organization's procedures in case of an accident
- Frequently communicates and exchanges information with others
- Other duties as assigned

Physical Demands:

- Frequently transfers, lifts and positions objects
- Standing may be required for extended periods of time
- Regularly observes and assesses clients, staff and volunteers

Special Knowledge, Skills and Abilities:

- Food Service experience and training
- Experience with cooking mass production
- Baking experience
- Initiative and ability to work as a team member
- Able to problem solve and remain flexible as circumstances change
- Ability to effectively communicate, both orally and in writing
- Initiative and ability to work as a team member and/or by themselves

Minimum Qualifications:

Possesses a high school diploma or its equivalent and has two years' experience of food service employment.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal employment opportunity employer