

**CITY OF PERRY
JOB DESCRIPTION**

Title: Wednesday Fellowship Coordinator/Cook

Department: Parks & Recreation Department

Reports To: Parks & Recreation Director

FLSA: Exempt

Date: May 16, 2019

SUMMARY

The Wednesday Fellowship Coordinator/cook is responsible for facilitating the Wednesday Fellowship program that is held at the McCreary Center. The coordinator is also in charge of planning meals for large groups of 60+ people, purchasing needed groceries and equipment, and cooking and serving the group a family style type of meal. They will also be overseeing the volunteer groups that are present to help each week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Planning a monthly menu and submitting to Parks & Recreation Director. Looking and researching ads for discounts on products.
- Enforces proper SafeServ codes, rules and etiquette
- Work closely with Wednesday Fellowship board for direction, planning, planning, volunteers, etc..
- Oversees volunteers
- Maintaining supplies- ordering/organizing
- Other duties may be required and assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Graduation from high school.
- Valid driver's license and good driving record.

Preferred Training and Qualifications:

- Experience Cooking for large groups of people
- SafeServ Certification or the ability to obtain SafeServ Certification upon 60 days from hire

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

- Driving, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, talking and hearing.
- Sitting 30 percent of the time, sitting and using arm/leg controls 20 percent of the time
- Standing and walking 40 percent of the time.
- Frequently lifting objects less than 10 pounds.
- Routinely lifting objects from 10 to 25 pounds.
- Infrequently lifting objects from 25 to 50 pounds.

Cognitive Demands

Ability to maintain relationships with patrons and volunteers. Ability to balance weekly budgets for meal planning and preparation. Supervise areas as needed.

Language Ability and Interpersonal Communications

Abilities in: understanding and following oral and written instruction; supervising work of volunteers. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; maintaining and supplying equipment and facilities.

Environmental Adaptability

The work is performed inside and includes being exposed to noise, being exposed to heat/cold.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature
Date

Date

Department Head

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.