

# COOK'S HELPER

## BBEDC & CITY OF DILLINGHAM/SENIOR CENTER SEASONAL EMPLOYMENT

### QUALIFICATIONS:

- MUST BE A BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 YEARS OLD OR OLDER
- HIGH SCHOOL DIPLOMA OR GED REQUIRED
- PRIOR KITCHEN EXPERIENCE AND WORKING WITH THE PUBLIC PREFERRED
- KNOWLEDGE OF COMPUTER OPERATIONS AND WORD PROCESSING
- EFFECTIVE ORAL AND WRITTEN COMMUNICATION SKILLS
- HAVE OR BE WILLING TO OBTAIN SAFE SERVE CERTIFICATE, FOOD WORKER CARD, AND CPR CERTIFICATION
- VALID ALASKA DRIVERS LICENSE

### DUTIES:

- ASSIST COOK WITH FOOD PREPARATION AND MEAL PROGRAM
- GREET SENIORS AND ASSIST SENIORS AS NEEDED
- PACKAGE HOME-MEALS FOR DELIVERY
- MONITOR SENIORS WITH SPECIAL FOOD AND/OR DIETARY NEEDS
- WASH DISHES AND ENSURE A CLEAN WORKING ENVIRONMENT
- CLEAN AND ORGANIZE REFRIGERATOR WEEKLY
- ASSIST IN UNPACKING, SORTING, AND STORING FOOD SHIPMENTS
- ASSIST WITH THE DAILY CLEANING OF ENTIRE SENIOR CENTER
- OTHER DUTIES AS ASSIGNED

### COMPENSATION:

- \$11.58 PER HOUR
- 40 HOURS PER WEEK
- JULY - OCTOBER 2021
- UP TO 16 WEEKS OF EMPLOYMENT

BBEDC IS ACCEPTING APPLICATIONS  
UNTIL THE POSITION IS FILLED.  
FOR AN APPLICATION OR MORE  
INFORMATION, CONTACT BBEDC AT 907-  
842-4370