



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **August 20, 2025**

Date Listing Will Close: **August 27, 2025 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Cook - Woolmarket**

Location /Department: **Senior Services**

Salary: **\$15.40 Hr.**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description Qualifications /

Experience: See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI

JOB DESCRIPTION

JOB TITLE: Cook **FLSA STATUS:** Non-Exempt

DEPARTMENT: Senior Services **Position Code:** 8052

REPORTS TO: Senior Center Manager

MAINTENANCE REVIEW DATE: August 4, 2025

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The Cook is responsible for preparing and serving nutritious, well-balanced meals to senior citizens in accordance with dietary guidelines.

ESSENTIAL JOB FUNCTIONS:

1. Prepare daily meals according to a set menu and nutritional standards
2. Ensure safe food handling and sanitation practices at all stages of food preparation and storage
3. Maintain a clean and organized kitchen environment, following local health department regulations
4. Monitor inventory and assist in ordering food and kitchen supplies as needed
5. Assist with meal service, including plating and serving food in a respectful, courteous manner
6. Keep accurate records of food temperatures, food waste, and meal counts
7. Coordinate with other staff and volunteers to ensure meal service runs smoothly
8. Build positive, respectful relationships with senior clients and contribute to a welcoming atmosphere
9. Participate in training or continuing education related to nutrition, safety, and senior care

SUPERVISORY RESPONSABILITIES: None

REQUIRED QUALIFICATIONS: ServSafe Certified**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. High school diploma or GED preferred
2. Prior experience in institutional or commercial cooking
3. Knowledge of food safety standards (ServSafe certification required)
4. Ability to follow recipes and dietary guidelines accurately
5. Physical ability to lift up to 40 pounds, stand for long periods, and work in a fast-paced kitchen
6. Strong communication and teamwork skills
7. Compassionate and patient demeanor with a commitment to serving older adults

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$15.40 PER HOUR

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying: 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jack hammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a lone: period of time	✓	
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals	✓	
Extreme Heat (non-weather over 90° F.)	✓	
Low Noise (e.g., business office)		✓
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

***This is an acknowledgement that I have read and understand this job description:**

Signature: _____ **Date:** _____