



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: March 27, 2024

Date Listing Will Close: April 3, 2024 at 5 p.m.

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

Class Specification: Assistant Cook/ Program Aide (25 hours per week)

Location /Department: Senior Resources- Woolmarket Center

Salary: \$12.60 per hour

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162 www.harrisoncountymys.gov

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

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Assistant Cook/ Program Aide - Woolmarket Senior Center (25 hours a week)

DEPARTMENT: Senior Resources Agency

FLSA STATUS: Non-Exempt

REPORTS TO: Senior Center Director

POSITION CODE: 9052

MAINTENANCE REVIEW DATE: 3/27/2024

CLOSING DATE: 04/03/2024

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 Assistant Cook/ Program Aide is responsible for assisting with the center's meal preparation and daily any other related duties, as assigned by the Center Director.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the preparation of meals at Senior Center
2. Assist in the ordering and maintenance of food inventories
3. Properly store food items at appropriate temperatures
4. Ensure that food prep area and kitchen are cleaned and sanitized daily
5. Be able to develop and maintain a clear understanding of center's operation and activities
6. Be Familiar with operating commercial kitchen appliances
7. Must be able to stand for long periods of time and be able to lift 25 pounds

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Assist other staff and volunteers with center activities
2. Works closely with Center Cook
3. Assist other employees with providing basic assistance to seniors
4. Performs other related duties as instructed by supervisor

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow written and verbal instruction
- Able to read and follow standardized recipes
- Strong knowledge of proper food handling procedures
- Knowledge of all related safety procedures
- Ability to maintain confidential information
- Ability to communicate effectively both orally and in writing

The knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school or by obtaining a GED Certificate and (2) years of experience in a related field of employment. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position. Employee must be able to drive Harrison County vehicle to job site if assigned. Must be willing and have the ability to pursue Safe Serve Food Certification.

SALARY RANGE: \$12.60 hour (25 hours per week)

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, jackhammers, 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 long 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)		✓