

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

INTERMITTENT COOK

Location: Murray Ridge Center

QUALIFICATIONS

MINIMUM:

Must have a high school diploma or GED. Ability to work with residents with developmental disabilities.

Must have cooking skills and the ability to work with kitchen appliances and inventory records. Knowledge of safety and sanitary procedures.

Ability to use computers to access Microsoft Word documents and access/send email; time and attendance. Ability to use spreadsheet software (Excel, etc.)

Must have a valid Ohio driver's license and an insured, personal vehicle for agency use. Must maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

PREFERRED:

Experience in working with persons with developmental disabilities.

RESPONSIBILITIES

Prepare menus as prescribed.

Document food usage, menu substitutions and food orders. Complete food inventory, place and receive dairy and bread orders.

Maintain clean and sanitary work environment. Complete all assigned cleaning responsibilities.

Participate in staff meetings and inservice training.

Communicate positively in a professional manner with agency personnel, staff, professionals, and community citizens.

Meet local, state and federal regulations for the position.

Perform any and all other job related duties as assigned by the supervisor.

HOURS Flexible as needed. May include evenings and/or weekends.

SALARY: \$11.50

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org