



**City of Temple
Senior Center
Announcement of Recruitment to Fill Vacancy**

JOB TITLE: Senior Center Food Prep/Cook

PAY GRADE AND HOURLY SALARY RANGE: Pay Grade 1 - \$10.50 per hour

CLOSING DATE: Open Until Filled

This Food Prep/Cook position at the City of Temple Senior Center is a full-time FLSA non-exempt position. Job responsibilities of this position include preparing and serving meals. This position is responsible for the order and cleanliness of the kitchen. The Food Prep/Cook must be an experienced cook and able to cook for large groups. The person must possess the knowledge of food preparation, serving, and kitchen procedures. Actual job functions include food prep, serving food, washing dishes, keeping the kitchen clean and organized, and making sure the kitchen floor is swept daily and mopped as needed. Will be required to drive a vehicle to deliver meals. The person will be required to drive the 14-passenger van on day-time Senior Center Field Trips. The position reports to the Senior Center Director. Must have minimum of high school diploma or GED equivalent, and at least 1 to 3 years of experience in food service and/or human services. This person must have the ability to interact well with others. Must complete CPR and AED training annually. Applications available at Temple City Hall, 240 Carrollton Street, 8:00 a.m. to 5:00 p.m. Monday through Friday. Return completed application or resume to Senior Center Director Sandra Stillwell, 280 Rome Street, Temple GA 30179 or email to sstillwell@templega.us