

The Community

The City of Pinole is located in the San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points East. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.

The City of Pinole has a land area of more than four square miles; much of the land has gently rolling hills with steeper hills paralleling on the north and south. Elevation in the City ranges from sea level to 500 feet above sea level.



Application & Examination Process

You may obtain an application by visiting City Hall (2131 Pear Street) during regular office hours or by visiting our website (www.ci.pinole.ca.us).

Your original application must be received in Human Resources by the final filing deadline, unless the position is listed as a CONTINUOUS recruitment— **faxes, emails, and post-marks are not acceptable**. You may supplement your application with a resume, but a resume alone will be rejected. Deliver or mail your application to Pinole City Hall, 2131 Pear St., Pinole, CA 94564.

Applicants appearing to have the best combination of training and experience will be invited to participate in the examination process. The examination process may consist of any of the following: written exercise, aptitude test and/or oral interview. The City reserves the right to utilize alternative testing methods if deemed necessary.

Appointment is subject to passing pre-employment screening services.

**The Final Filing Deadline for
this position is:**

Thursday, August 3, 2017

at 4pm



The City of
Pinole, California,
Invites Applications for

COOK

Senior Recreation Center
(30-hour work week with Pro-Rated Benefits)

LOCAL I—Public Employees Union



The Department

The City's Recreation Department encompasses public amenities including the programs and facilities of the Youth Center, Senior Center, and Tiny Tots Center, as well as community events.

The Position

The Cook is a single-position class, expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service and coordinating work processes.

Responsibilities include preparing and cooking nutritionally adequate meals in a timely and cost effective manner in large quantities; directs volunteers and assists with the serving of food; assists in maintaining a kitchen facility in a sanitary, safe and orderly condition; performs related work as assigned

The Cook receives direct supervision from the Senior Center Coordinator. No direct supervision is exercised, however, direction may be provided to staff and volunteers when performing tasks in the area of responsibility.



Qualifications

- Equivalent to graduation from high school.
- Two years of experience in quantity cooking in a commercial/industrial setting.
- Must be able to successfully complete the Servsafe Certification.

Duties

- Assembles and prepares main dishes such as vegetables, meats, fish, fowl and soups for large numbers of diners, ensuring that proper quantities, supplies and equipment are available for recipes and production menus.
- Performs mathematical calculations to adjust recipes and portion sizes.
- Plans cooking schedules so that the food will be ready at specified times.
- Directs volunteers in the operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, knives, stoves, ovens and grills.
- Receives, stores, labels and rotates food and supplies to ensure freshness and minimize spoilage and waste.
- Responsible for operation of the kitchen including inventory and ordering of supplies
- Directs the work of volunteers assigned to the kitchen to ensure proper cooking and sanitation procedures.
- Directs volunteers and assists in serving food, cleaning, and storing food service equipment and food supplies.

Benefits and Pay

An hourly rate of: \$15.8515—\$18.3501

Retirement: Based on CalPERS membership status at time of hire:

- Classic* PERS Member: 2.5% @ 55. Employee pays 18.47% (8% Employee Rate, plus 10.47% of the 17/18 FY Employer Rate).
- New* PERS Member: 2% @ 62. Employee and Employer each pay 6.25%.

**as defined by CalPERS.*

Health Insurance: Selection from PERS Medical Plans; City will pay up to the 2014 Kaiser rates, based on family status. Retiree medical benefits are available.

Dental/Vision Insurance: City pays a pro-rated portion of the premium for family coverage.

Life Insurance: City pays the entire premium for \$40,000 term life and AD&D policy.

Vacation: 8-16 hours/month depending on years of service.

Holidays: 11 paid holidays plus 12 hours of floating holiday.

Sick Leave: 8 hours per month.

Deferred Comp. Plan: Offered by City through ICMA.

Please refer to the City's website for additional benefit information.