

## **Job Description: Part-Time Cook (20 Hours/Week)**

**Position:** Cook

**Reports to:** Senior Center Director

**Schedule:** Part-time, approximately 20 hours per week

**Location:** Mason County Senior Activities Association, 190 W Sentry DR., Shelton, WA

### **About Us**

The Mason County Senior Activities Association (MCSAA) provides nutritional, social, and wellness programs that support seniors in Mason County and beyond. Our lunch program serves hundreds of meals each month, offering affordable, healthy, and delicious food to our members and community.

### **Position Summary**

We are seeking a reliable and creative **Part-Time Cook** to join our team. The Cook will prepare and serve nutritious meals for our lunch program, ensure kitchen cleanliness, and contribute to a welcoming and positive environment for seniors, staff, and volunteers.

### **Key Responsibilities**

- Plan, prepare, and cook daily meals according to the monthly menu and nutritional guidelines.
- Ensure food safety and proper handling, storage, and sanitation practices at all times.
- Maintain a clean and organized kitchen, including equipment, counters, and storage areas.
- Monitor food inventory, report supply needs, and assist with ordering.
- Work collaboratively with staff and volunteers to ensure efficient meal service.
- Occasionally adapt recipes or menus based on seasonal availability, donations, or special events.
- Interact respectfully with senior members, demonstrating patience and excellent customer service.
- Duties as assigned

## **Qualifications**

- Previous experience cooking for congregate groups or in a commercial kitchen preferred.
- Knowledge of safe food handling and sanitation standards.
- Ability to lift up to 40 lbs. and stand for extended periods.
- Flexibility, reliability, and a positive attitude.
- Strong teamwork and communication skills.
- Washington State Food Handler's Permit, required
- Food Protection Manager/Serve Safe preferred

## **Compensation**

- Hourly wage: 18-20 per hour
- Part-time schedule (20 hours/week), typically weekday mornings and early afternoons. Average 9am – 2pm M-F, may include an occasional weekend.
- Friendly, supportive, mission-driven work environment.
- No benefits but will accrue sick leave according to WA state guidelines immediately and vacation leave after 1 year.

## **How to Apply**

Submit a resume or brief work history to Penny Wilson, [director@mcsac.net](mailto:director@mcsac.net)

Applications will be accepted until the position is filled.