

JOB OPENING

TITLE: KITCHEN ASSISTANT – Oakridge Senior Meals & Meals on Wheels

LOCATION: Oakridge Senior Meals Program
48187 Hwy 58
Oakridge, OR 97463

DUTIES: Under the direction of the Site Coordinator, the Kitchen Assistant works with volunteers to prepare the dining area for food service, portions food, assists in the portioning, labeling and packing of Meals on Wheels, checks in food and maintains food at safe temperatures and helps wash dishes and clean up dining room. Works with paid staff and volunteers to ensure food quality according to standards set by the program and health and sanitation rules. May deliver Meals on Wheels when necessary.

QUALIFICATIONS: Must be able to obtain a Food Handlers Permit and CPR certificate. Must have valid drivers license and use of a vehicle. Experience with food service and working with older people and volunteers preferred. Must be well organized and able to work with a wide variety of people; knowledge of the community helpful. Requires the ability to perform physical work associated with food service and Meals on Wheels delivery.

SALARY: Starting salary is \$8.57 per hour; 4 hours per week, 10:30a.m. – 12:30 p.m., Tuesdays and Thursdays year around. Benefits include prorated vacation and sick leave, and paid holidays.

CLOSING DATE: Download required application form from www.lcog.org or request by phoning (541) 682-4283. Applications are available at Lane Council of Governments, 859 Willamette St. Suite 500, Eugene, Oregon 97401, 687-4283, or at the Senior Meals Site on Tuesday and Thursday mornings, or at the Senior Connections Office in the Willamette Activity Center Room A, 47674 School St, Oakridge. Selected candidate would be expected to start as soon as possible. Open until filled. Application review begins Friday, March 5, 2010.

SEND APPLICATIONS TO:

Lane Council of Governments
859 Willamette, Suite 500
Eugene, Oregon 97401
Attn. Kitchen Assistant Recruitment