



POSITION DESCRIPTION

Senior and Disability Services Senior Meals Program Senior Meals - Kitchen Assistant

Senior Meals Program Kitchen Assistant	
EMPLOYEE NAME:	_____
Position Title:	Senior Meals - Kitchen Assistant
Classification/Salary Range:	Senior Meals Site Coordinator / Senior Meals Range 1
Division/Unit:	Senior and Disability Services / Senior Meals
Manager:	Program Manager
FLSA Status:	Non-exempt, overtime-eligible
Representation:	Not represented
Position Location:	One of the Senior Meals sites located throughout Lane County, or other locations as needed
Position Purpose	
<p>The Kitchen Assistant is a member of the staff team who creates a positive working environment for volunteers who assist with the portioning and delivery of Meals on Wheels and contribute to a friendly companionable atmosphere for the older adults dining in the Café 60.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>	
Position Essential Functions	
<p>Helps orient, train, and schedule volunteers; problem solves with staff.</p> <p>Creates a welcoming environment to promote volunteerism and participation.</p>	

Assists in organizing the kitchen, portioning food, serving meals, and shipping out hot and frozen Meals on Wheels.

Assists in kitchen and dining room set up and clean up; operate dishwasher, sweep, and mop.

Assists in checking in food, recording temperatures and quality.

Ensures food quality according to standards set by health, sanitation and program procedures.

Performs routine cleaning tasks and assists with periodic non-routine tasks.

Delivers Meals on Wheels when volunteers are not available.

Helps maintain supply inventory and prepare weekly supply orders.

Helps plan and implement activities for special events and volunteer recognition.

Helps answer phone, take messages, and facilitate communication with volunteers about client condition.

Assists with banking, if needed.

Assists with program promotion and fund raising activities as needed.

Provides staffing coverage in the absence of volunteers.

Other Duties of Position

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

High School diploma or any combination of education and experience that provides the applicant with the skills, knowledge, and abilities required to perform the essential functions of the position.

Ability to perform physical work associated with food service and Meals on Wheels delivery.

Experience with food service and working with older adults and volunteers preferred.

Must be well organized and able to work with a wide variety of people; knowledge of the community preferred.

Food Handlers Card.

Ability to obtain approved First Aid Certification.

Valid Oregon Driver's License, auto insurance, and use of a reliable vehicle.

Ability to pass a DHS Background Check.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____