

JOB DESCRIPTION: Kitchen Assistant I



Sierra Senior Providers, Inc.
540 Greenley Rd., Sonora, CA 95370
(209) 533-2622, www.sierraseniorproviders.org

TITLE:	Kitchen Assistant 1
REPORTS TO:	Nutrition Manager
STATUS:	Part-time (up to 29.5 hours a week) Non-exempt

SUMMARY

Sierra Senior Providers, Inc. (SSPI) is a nonprofit 501(c)(3) organization. SSPI's mission is to play a key role for Tuolumne County seniors by providing essential services that promote independence, enhance quality of life, and assist the elderly to remain in their homes.

This position works under the direction of the Nutrition Manager and supports all activities of the Nutrition department and Dining room.

ESSENTIAL FUNCTIONS

- Support all members of the nutrition department
- Requires good written and verbal communication skills and positive community relations skills
- Ability to work in a team environment

TYPICAL DUTIES

- **Kitchen Support:** In accordance with food-safety standards, assist with packaging and bagging food for home delivery, set up hot and cold delivery containers, seal meal trays and participate in meal service.
- **Prepare and Serve Meals:** Assist with food preparation and serving in the Senior Center Dining Room. Check in deliveries from vendors, help stock, rotate and date new supplies properly with the first in, first out (FIFO) system. Help ensure all food items are stored appropriately. Check freezer and refrigerator temperatures as required. Sweep and mop walk-in freezer and fridge weekly. Weekly trips to ATCAA food bank may be required.
- **Sanitation:** Daily dishwashing. Kitchen and dining room clean-up and sanitation, daily garbage removal, break down and recycle cardboard, clean floor mats, sweep and mop floors throughout kitchen, hallway, laundry room and dry storage areas.
- **Comply with Safety Guidelines:** Work with staff, volunteers, work-release, and community-service personnel to maintain a safe working environment.
- **Other Duties as Assigned**

WORKING CONDITIONS

Usual: With or without reasonable accommodation(s), this position requires abilities including, but not limited to sitting, standing, walking, bending, stooping, pushing, pulling, lifting up to 50lbs, writing, reading, speaking, seeing, hearing, driving, basic math calculations, problem solving, and decision making. This position uses kitchen equipment including stoves, slicers, knives, and other utensils.

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Special: May encounter stressful conditions dealing with senior clients, employees, and work activities. Occasional weekend work required. Act as a mandated reporter if necessary. Ability to comply with sensitive and confidential information.

QUALIFICATIONS

Required: High-school diploma or equivalent. Valid California Driver's License and current auto insurance.

Other requirements: Good communication and customer service skills; ability to work well under pressure, work independently, resolve conflicts, prioritize tasks; self-motivated; organized; and detail-oriented.

CONTINUING EDUCATION

Comply with state-specific requirements. Attend job-related training as required.

BENEFITS

Paid time off; ten paid holidays annually