

## JOB DESCRIPTION

### Part-Time/Kitchen Aide – Main Kitchen (Woodland)

**Hours:** Monday, Tuesday, Wednesday, Thursday 8:00am-2:00pm (6 hours/day, 24 hours/week)

**Rate of Pay:** \$14.00/hour

**Benefits:** Paid vacation, paid sick leave, 10 paid holidays/year

**Reports To:** Kitchen Manager

#### POSITION SUMMARY/DUTIES:

1. Assist main kitchen in preparation, cooking, and packaging of meals in a fast-paced cooking environment.
2. Accurately count, pack, load, and unload thermal containers and ice chests of bulk food and supplies.
3. Work as part of a team in proper food and kitchen sanitation, safety techniques, and cleaning up to reflect a clean and pleasant environment, including dishwashing, sweeping, and mopping.
4. Learn, apply, and adhere to food service and environment protocols and regulations.
5. Maintain cleanliness, general maintenance/service, and proper usage of company vehicles.
6. Maintain excellent and regular communication with supervisor. Maintain positive and sociable relationships with all staff, volunteers, meal recipients, and site staff.
7. Assist in driving meal delivery routes and delivering meals as necessary.
8. Perform other duties as assigned.

#### POSITION QUALIFICATIONS:

1. Lift and carry 50 lbs., stand continuously up to 5 hours, bend below waist and reach above head.
2. Perform established duties, responsibilities, and expectations as expected with minimal supervision.
3. Actively communicate and maintain positive working relationships with supervisor, staff, volunteers, clients.
4. Accurately maintain daily records and reports according to specific instruction and procedures.
5. Adapt and respond flexibly, creatively, and patiently to varied situations.
6. Arrive at job on time, maintain a good attendance record, and established schedule.
7. Read, write, complete simple math to maintain records at a level required for a successful job performance.
8. Maintain a high level of personal and professional hygiene and dress.
9. Positively represent our organization to the community and to volunteers.
10. Relate to and communicate with older adults with positivity and sensitivity.

#### POSITION LICENSES/REQUIREMENTS:

1. Must possess and maintain a clean driver's record without major violations (current DMV printout required).
2. Must possess a current California Driver's license.
3. Must possess current proof of auto insurance.
4. Must possess a clean criminal history without felony convictions (we pay for the background check).
5. ServSafe certification is required. We will provide this training at our cost if needed.
6. COVID-19 Vaccination Required.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual preference, national origin, ancestry, or physical or mental handicap.