

Previous position title: Senior Center Nutrition Coordinator New position title: Food Service Worker	AFSCME Union
Department/Site: Community Services / Community Center	FLSA: Non-exempt
Evaluated by: Pioneer Center Supervisor	Salary Grade: 12 Effective July 1, 2015

Summary

Collaborates with the Meals on Wheels Coordinator to ensure proper packaging and delivery of premade meals to homebound seniors. Coordinates volunteer activities in packaging food, and serving meals prepared by contract vendor. Ensures adherence to safety and sanitation regulations. Maintains an inventory of food items, determines quantity of food required, and places the appropriate orders with contract vendor.

Distinguishing Career Features

The Food Service Worker represents the first level in a food service career path. The Food Service Worker serves as an informal team leader in addition to overseeing heating and service of readymade meals, and cleaning of facilities.

Essential Duties and Responsibilities

- Plans, prioritizes, and oversees volunteer activities at a central kitchen that serves senior citizens or other targeted populations. Reviews menus with contract vendor, and orders food items and supplies to meet anticipated demand.
- Collaborates with Meals on Wheels Coordinator to ensure the packaging and distribution of food to homebound senior citizens through the Meals on Wheels program. Sets up and/or preps salads, breads, and desserts for delivery. Prepares volunteer stations for packaging food items and provides instruction.
- Receives delivery of prepared foods and supplies, starts kitchen equipment, and sets up work areas for volunteers in preparation for dining room meal. Sets up and/or preps salads and desserts, utensils, condiments, etc. May bake, steam or boil a pre-packaged food item as needed. Provides instruction for and oversees volunteer activities of serving food and beverages. Restocks steam table and coffee maker as needed. Monitors food temperatures.
- Sorts through daily food donations and determines appropriate use.
- Ensures the kitchen meets local sanitation codes and requirements, and that volunteers follow proper food handling techniques and safety procedures.
- Prepares and maintains various logs and reports on operations and activities including food temperatures, inventory, and number of meals served.

- Assures cleanliness and maintenance of equipment and food service supplies. Performs routine cleaning of filters for food service equipment.
- May wash dishes, mop, sweep, clean counters and wrap leftover foods as needed.
- Assists supervisor with planning and organization for special Senior Center events and activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires considerable knowledge of cafeteria food service and kitchen sanitation. Requires some knowledge of nutrition guidelines for senior citizens and other special populations. Requires basic knowledge of national nutritional standards. Requires sufficient human relations' skill to communicate specific information, conduct training, and to achieve a harmonious work setting with volunteers. Requires sufficient English reading skills to review menus, procedures, and memoranda. Requires sufficient math skills to compute food quantities.

▪ Abilities

Must be able to perform all of the essential functions of the position. Demonstrated ability to independently maintain and monitor a kitchen environment. Must be able to understand and follow food service policies, procedures, rules and regulations. Requires the ability to occasionally work with community service volunteers external community agencies and services, alternate education school programs. Must be able to orient and train food service staff (including volunteers), perform basic bookkeeping functions, and complete required food service reports. Must be able to operate commercial kitchen equipment. Requires the ability to read and understand written directions and to calculate weights and measurements. Must be able to learn, understand and apply safety and sanitation regulations. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ Physical Abilities

Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

- **Education and Experience**

The position requires High School diploma plus post high school course work in meal planning, nutrition, sanitation, cafe management, dietetics or related field. Additional experience may substitute for education. Requires a minimum of 3 years of experience in institutional cooking, or equivalent setting.

- **Licenses and Certificates**

Requires a valid driver's license and certificate of completion of a safety/sanitation course, a food handler's card, and completion of first-aid/CPR training within a reasonable time.

- **Working Conditions**

Work is performed indoors where health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.