

City of Oregon City

Position Description

Position: Nutrition Assistant	Position Number:
Department/Site: Pioneer Community Center	FLSA: Non-exempt
Evaluated by: Pioneer Community Center Supervisor	Salary Grade: 9

Summary

The purpose of the Nutrition Assistant is to assist the Meals on Wheels coordinator and Food Service Worker by providing basic kitchen preparation and support for delivery of meal services. This is a non-technical position and provides basic assistance in packaging food and heating and serving readymade meals. This position prepares work areas for volunteers and, sets up the serving area and dining room for senior and disabled clients. The position may assist the Meals on Wheels Coordinator with paperwork, and duties as assigned.

Distinguishing Career Features

The Nutrition Assistant performs food preparation duties for hot food lines and for transport to homes and remote sites. Advancement to Nutrition Specialist would be based on need and with a demonstrated ability to coordinate aspects of the nutrition program such as Meals-on-Wheels.

Essential Duties and Responsibilities

- Serves institutional quantities of meals in an efficient manner, sequencing items to optimize presentation and quality.
- Sets up serving areas for patron access.
- Maintains equipment, storage, food preparation and serving areas in a safe and sanitary manner.
- Prepares and organizes and serving areas.
- Participates with inventory Checks food service deliveries and supplies. Inspects food items and/or supplies (e.g. proper labeling, temperatures, appropriate storage, etc.) for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Monitors kitchen and dining areas for the purpose of ensuring a safe and sanitary working environment.
- Ensures appropriate quantities and quality of food items are available on the serving line.
- 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, procedure and service, weights and measures, kitchen safety and sanitation. Requires a working knowledge of ingredient planning. Requires sufficient human relations skills to convey work instructions to others and to serve customers in a courteous manner. Requires sufficient math skills to compute sums, fractions, and portions.

- **Abilities**

Must be able to perform all of the essential duties of the position under only general guidance. Must be able to understand and follow policies, procedures, rules and regulations governing food service and nutrition. Must be able to perform duties with a focus on safety and sanitation. Must be skilled in operation of commercial kitchen equipment. Requires the ability to read and understand written directions and recipes 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, continuously lift light to medium weight objects up to 30 pounds, 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 a High School diploma or equivalent, three years' experience in quantity food preparation, cooking or baking in an institutional quantity setting.

- **Licenses and Certificates**

Requires a valid driver's license. Requires a health screen authorizing the incumbent to work in food service.

- **Working Conditions**

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