

City of Oregon City

Position Description

Position: Senior Center Nutrition Assistant	AFSCME Union
Department/Site: Senior Center	FLSA: Non-exempt
Evaluated by: Senior Center Supervisor	Salary Grade: 9

Summary

Assists with set up of scheduled food service, catering, and home delivery.

Distinguishing Career Features

The Nutrition Assistant requires performance of basic food preparation duties including set up of a variety of items for hot food and ala carte lines and for transport to homes and remote sites, as well as the ability to prepare institutional quantities of meals. Advancement to Nutrition Specialist would be based on need and with a demonstrated ability to coordinate one aspect of the nutrition program such as Meals-on-Wheels.

Essential Duties and Responsibilities

- Set up quantities of food for cooking, sequencing items to optimize presentation and quality.
- Work with Meals-On-Wheels employees in set up and packing of foods.
- Sets up serving and sales areas for senior citizen access.
- Maintains work and serving areas in a sanitary manner includes cleaning counters, tables, benches, food containers and other equipment.
- Help with cleanup of kitchen including but not limited to washing dishes, pots & pans, sweeping, mopping, and emptying garbage.
- Responsible for shutting down all equipment.
- Responsible for properly storing all food remaining after lunch.
- Prepares and organizes catering trays and serving areas.
- Participates with inventory and maintains appropriate food storage/pull dates. Checks food service deliveries and supplies.
- Receives and counts money and assists with completion of relevant food service reports.
- May deliver food items to homebound senior citizens. Ensures appropriate quantities and quality of food items.
- 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 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. Must be able to reconcile daily money transactions and keep records. 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, one year of 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. Requires a current food handlers license.

- **Working Conditions**

Work is performed indoors and on roadways 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.