



PROGRAM: Meals on Wheels
JOB TITLE: Kitchen Aide
FLSA STATUS: Non-Exempt
CLASSIFICATION: Full-time (80 hours per pay period)
LAST UPDATED: June 2010
REPORTS TO: Kitchen Manager

GENERAL JOB SUMMARY: Provide assistance in any area of the kitchen to assure smooth and efficient operation.

RESPONSIBLE FOR: Meal preparation of up to 1000 meals per day

DUTIES:

1. Provides assistance as instructed, with the preparation of meals.
2. Prepares sacks as instructed.
3. Assists with tray line

RESPONSIBLE FOR: General Cleaning.

DUTIES:

1. Assist with dishes as needed.
2. Clean all equipment used.
3. Cleans other areas as assigned.

Perform other duties as assigned.

JOB SPECIFICATION: Must be able to assist in preparation of meals following a written menu. Knowledge of cleaning materials and cooking equipment. Must have access to telephone or a reliable method of being contacted on short notice. Must be able to work a flexible work schedule including weekends. Ability to perform physical functions of the job, including standing for extended periods of time, bending, reaching and lifting up to 50 lbs. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: Experience in large quantity cooking. Food handler's permit required.

Employee Signature: _____ Date: _____

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