



**PROGRAM:** Meals on Wheels  
**JOB TITLE:** Kitchen Aide  
**FLSA STATUS:** Non-Exempt  
**CLASSIFICATION:** Part-time (40 hours per pay period)  
**LAST UPDATED:** January 2019  
**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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