

## Senior Concerns Position Description

### Adult Day Kitchen Assistant

**Job Title:** Adult Day Kitchen Assistant

**Department:** Nutrition

**Reports To:** Director of Nutrition

**FSLA Status:** Non-Exempt, Parttime: 18-22 Hours a Week. Expected scheduled is between 10am & 2pm

**Salary Range:** \$16.00 - \$18.00/Hour

**Summary:** Adult Day Kitchen Assistant (ADKA) is responsible for lunch and snack meals for Senior Concerns Adult Day Care (ADC) participants and maintaining the small commercial kitchen. Some meals are prepared on site while others are ordered 'ready to plate'. This position requires that you like cooking and working in the kitchen. A good command of food preparation and techniques is a must, along with excellent time management skills to ensure timely delivery of meals to the participants. Food Handler Certification is required.

#### **Essential Duties and Responsibilities include the following:**

1. Prepare lunch meals, AM snacks and PM snacks daily, Monday – Friday. Lunch meal preparation involves plating prepared meals from another location and preparing planned meals in the ADC kitchen (6-8 times per month).
2. Have a good command of food preparation and techniques, and is comfortable in a kitchen with equipment, measuring utensils, portions sizes, etc.
3. Adhere to food safety and sanitation standards. Clean and sanitize stoves, appliances, food preparation areas, and food carts after use. Wash all dishes, pots, and pans. Maintain the integrity of the kitchen and kitchen equipment to meet state of California regulations.
4. Communicate daily with ADC staff for correct meal and snack counts. Review attendee list for special needs.
5. Record each day's menu preparation needs on daily Meal Preparation Sheets.
6. Prepare food on or in advance of serving day as necessary. Cover, date, store, and refrigerate/freezer foods according to food handler's guidelines.
7. Keep the current inventory of food supplies and provide the Director of Nutrition with an inventory sheet for ordering purposes. Inventory is to be taken once or twice a week.

8. Responsible for the accurate checking of the weekly delivery of incoming food and non-food supply orders.
9. Rotate the use of all canned, boxed, refrigerated, and frozen foods, according to FIFO dates. Also rotate the 3 Day Emergency Food Supply the 1st week of January, April, and October every year.
10. Record food temperatures at meal service.
11. Daily record temperatures of freezer and refrigerator.
12. Daily record sanitation levels for the dishwasher and sink sanitizer.
13. Food Handler's Certification is required.
14. Other duties, as assigned.

**Supervisory Responsibilities:**

Oversee the ADC kitchen under the guidance of the Adult Day Care Lead of Senior Concerns, in the absence of the Director of Nutrition.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Interpersonal Skills:** Excellent verbal and written communication skills. Listens and gets clarification. Responds well to questions. Maintains confidentiality. Listen to others without interrupting.

**Teamwork:** Contribute to building a positive team spirit. Asks for and offers help when needed.

**Organizational Support:** Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organization's goals and values. Proactive towards participant's needs.

**Judgment:** Maintains confidentiality. Exhibits strong and accurate judgment.

**Planning/Organizing:** Uses time efficiently. Prioritizes and plans for work activities.

**Safety and security:** Observes safety and security procedures; reports on potentially unsafe conditions; uses equipment and materials properly.

**Adaptability:** Able to deal with frequent changes, delays, or unexpected events. Able to accept supervision.

**Attendance/Punctuality:** Is consistently at work when scheduled.

**Initiative:** Acts as positive role model to staff and volunteers.

**Innovation:** Exhibits creativity and flexibility.

**Professionalism:** Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Food handler's certificate, experience in commercial kitchen, computer experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence in English.

**Certificates, Licenses, Registrations:** Criminal Record Clearance, Physical Exam and TB test. Valid California Driver's License with proof of insurance. Department of Justice Elder and Dependent Adult Abuse Training.

**Other Skills and Abilities:** Ability to work well with other adults and volunteers. Knowledge of the aging process and conditions that affect older people.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and taste and smell. The employee is required to walk, sit and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those that an employee encounters while performing their essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. All employees, regardless of position, serve as role models for children, adolescents, adults, families and the community who are volunteers or are provided services by Senior Concerns. Therefore, each employee must at all times be emotionally stable and able to function effectively with Senior Concerns' culturally diverse employees

and well as the community. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions and any form of harassment (see personnel Manual) as well as inappropriate emotional expressions will not be accepted.

**I have read the job description and understand my job duties and responsibilities.**

**X** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_