

Senior Life Resources

N O R T H W E S T

Position: Meals on Wheels Substitute Meal Site Assistant
Reports to: Site Manager, Nutrition Program Manager
Classification: Non-exempt; Part-Time

GENERAL POSITION SUMMARY: Assists Site Manager in various aspects of overall site management. Will be present during hours of operation and demonstrate appropriate food safety knowledge, supervise the preparation, delivery and service of meals in accordance with established standards of nutrition, health and sanitation. This is an on-call position that substitutes for the Meal Site Assistant and Transporter positions as needed.

ESSENTIAL FUNCTIONS

- Assists in the set-up, presentation, serving/packing, and cleaning up of meals
- Assists in the preparation of high-quality nutritional food, using standardized recipes as directed by Site Manager
- Assemble food, dishes, utensils and supplies needed for timely meal preparation
- Assist in setting up and cleanup of meal site
- Ensure portion control in meal service line
- Assist in the setup, packaging and cleanup of home-delivered meals
- Operate kitchen equipment as required
- Wash dishes, pots, pans and utensils using approved sanitation methods
- Perform regularly scheduled sanitation and cleaning activities for kitchen and kitchen equipment
- Develop rapport with program participants and promote a friendly atmosphere
- Assist volunteers and provide instruction and guidance
- Attend meetings and trainings as invited
- Maintain confidentiality of all participant/client, staff, and business-related information
- Serve as back-up meal delivery driver as needed
- Load and drive delivery van from central kitchen to nutrition sites
- Other duties as assigned or required

SPECIFIC JOB SKILLS

- Ability to read, write, speak and understand English
- Ability to plan, organize and meet deadlines
- Ability to understand and follow directions
- Ability to operate standard office and kitchen equipment
- Ability to understand and utilize standardized recipes and portion control
- Effective interpersonal skills
- Ability to listen and communicate effectively in-person, on the telephone, and in writing
- Proof of valid Washington State driver's license and the ability to travel using an insured personal vehicle
- Ability to demonstrate respect and sensitivity to the needs of individuals. Willing and able to relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds.
- Ability to respond calmly and appropriately to all on-the-job situations, including emergencies

WORKING CONDITIONS

- The position requires physical effort as a part of the essential functions. Physical effort may involve: sitting, occasional driving, constant standing and walking, occasional pushing/pulling, frequent bending and twisting at the waist, reaching above shoulder, occasional kneeling, squatting, climbing of stairs and crawling, and frequent lifting and carrying up to 40 pounds

WORK HABITS

- Required work habits include regular scheduled attendance, punctuality, teamwork, initiative, flexibility, courtesy, dependability and professionalism

EDUCATION AND/OR EXPERIENCE

- Must be at least 18 years of age with a High School Diploma or equivalent
- Six months of experience in food service with a thorough knowledge of food preparation, operation of food service equipment and maintaining health and sanitation standards
- Valid Washington State Food Handler’s Card or the ability to obtain within 14 days of employment

CONTINGENCY OF EMPLOYMENT

- Acceptable criminal history background check
- Acceptable driving record
- Ability to be insured with Agency’s motor vehicle insurance carrier
- Compliance with Chapter 246-215 WAC, Subpart B, “Employee Health”

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time.

Employee Acknowledgement

I have received, reviewed and fully understand the job description of the Meals on Wheels Substitute Meal Site Assistant. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee’s Signature _____

Date _____