

# Crawford County Commission on Aging Job Description

## **Title**

Kitchen Aide

## **General Description**

Provides assistance to kitchen staff in the preparation of meals. Acts as a primary dishwasher and responsible for general cleaning.

## **Essential Duties**

Washes dishes including pots and pans.

Maintains dining room including making coffee, iced tea, stocking beverage counter and table caddies. Washes and sanitizes all tables and counters after each activity or meal.

Acts as back up for wrapping silverware.

Cups fruits/vegetables and makes sandwiches for Home Delivered Meals.

Assists with serving of Congregate Meals.

Ensure and monitor that sanitary conditions are maintained in the kitchen, dining and recreation rooms. Adhere to daily, weekly and monthly cleaning schedules as directed by the Nutrition Manager. Maintains work area in a clean and sanitary fashion.

Empty trash containers and replace bags. Break down cardboard. Haul trash and recycling to dumpsters.

Maintains kitchen in compliance with all health department standards and codes as well as AASA standards.

## **Other Job Duties**

Keep Nutrition Manager informed of progress or problems as they arise.

Observes safety and security procedures for the protection of employees, participants and volunteers.

Participate in meetings, workshops, conferences and training as directed.

Other duties as assigned by the Nutrition Manager.

**Supervisory Duties:** None

**Supervision Received:** Supervision given by the Nutrition Manager.

### **Minimum Qualifications**

Any equivalent combination of education, training, or experience which demonstrates skills and abilities will be considered. However, the following is preferred:

#### **Experience and Training**

High school graduate or equivalent required. A minimum of one (1) year work experience and/or certification in commercial kitchen operations. ServSafe certification preferred.

#### **Knowledge, Skills and Abilities**

Ability to lift up to 25 pounds.

Position requires standing 90% or more of a work day.

Ability to maintain good personal hygiene.

Knowledge of commercial kitchen equipment and operation.

Knowledge of confidentiality rules regarding to the protection of older adult's personal information.

Ability to prepare and maintain concise and complete records.

Basic computer skills including email and data entry.

Strong interpersonal communication skills, including listening and positive feedback.

Strong organizational and time management skills.

Ability to understand and follow verbal and written instructions.

Ability to communicate effectively and appropriately both verbally and in writing.

Ability to work independently, organizing and structuring own work.

Ability to exercise initiative.

Strong innovation skills which include resourcefulness and creativity.

Ability to perform duties thoroughly and accurately. Looks for ways to improve quality and efficiency. Willingness to accept constructive criticism to improve performance.

Commitment to a high standard of ethical behavior. Treats others with respect. Upholds organizational values of customer service, professionalism and positive attitude. Actively promote Agency mission, vision and values.

Problem solving ability; ability to use good judgment, courtesy and tact in interactions with others and in handling problems.

Ability to represent the agency in a professional, positive manner.

Ability to maintain effective and harmonious relations with other employees, volunteers and older adults.

Maintains appropriate boundaries with clients, participants and volunteers.

Ability to interact and work in a team effort in service delivery.

Tolerates pressure well in addition to accepting responsibility for own actions.

Familiarity with the problems and issues confronting older adults and the disabled in the local community.

Ability to create a warm and inviting atmosphere to all participants of the Senior Center.

Ability to speak, write, read and understand English with proficiency.

### **Special Qualifications**

Possession of a current Michigan Driver's license and access to an insured, reliable, personal vehicle for use.

Possession of CPR and First Aid certification or be willing to become certified.

Ability to pass a Criminal History background review through the Michigan State Police.

Ability to pass a TB skin test.

Ability to pass the ServSafe test and be ServSafe certified.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job related instructions and to perform any other job related duties requested by the Director or its designee.

Requirements are representative of minimum levels of knowledge, skills and abilities. To perform the job successfully, the employee will possess the abilities to perform each duty proficiently.

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