SENIOR CENTER ASSISTANT
Food Services

DEFINITION
Under close supervision, assists in the preparation and service of food for community service programs and services.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the preparation and service of food for the Senior Center Division;
- Cuts, chops, measures and prepares foods, food products and related items according to established recipes;
- Stores leftover food according to guidelines;
- Records internal cooking temperatures;
- Serves meals in the dining room.
- Assists in the preparation, service, clean-up and maintenance of the kitchen and dining area;
- Cleans kitchen areas, equipment and dining room;
- Sweeps and mops dining and kitchen area floors;
- Washes cookware, utensils and machinery; follows safe food handling procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of safe food handling guidelines and procedures, proper temperatures for food and food storage, and of productive customer service techniques and concepts;
- Skilled in preparing and serving food to seniors, disable, and/or small children, following oral and written instructions, and in cleaning and maintain a sanitized and safe work space.
- Ability to establish and maintain positive and productive working relationships with visitors, staff and program participants.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in a kitchen environment. Work may require frequent standing, walking, bending and lifting up to 20 pounds. May be exposed to repetitive motion, sharp objects or utensils, hazardous chemicals and infectious diseases.

QUALIFICATIONS
Possess and maintain a valid Food Handler’s Certificate AND three (3) months experience in large quantity food preparation and service for groups. Must be able to express maturity in thought and demonstrate good work ethic/habits, maintain effective and courteous working relationships with parents, campers, co-workers and community members.