

TITLE: Food Service Assistant

SC/6

DEPARTMENT: Senior Center, Rutherford County

JOB SUMMARY: This position assists with planning and providing food services and with records maintenance duties for the Senior Center.

MAJOR DUTIES:

- o Supervises the preparation of complete meals in the kitchen; starts the cooking process; seasons; observes while cooking; removes when done; places food in warming devices.
- o Trains and supervises staff.
- o Washes pots and pans; cleans designated areas in the kitchen.
- o Directs and helps pack food for home delivery and satellite congregate meals.
- o Receives food and other supplies from delivery driver; checks the delivery against the invoice; shelves food.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of planning and organizing meals for large numbers of people.
- o Knowledge of federal and state nutritional requirements for senior citizens.
- o Knowledge of food service equipment and supplies.
- o Skill in preparing meals in large quantities.
- o Skill in decision making and problem solving.
- o Skill in the operation of kitchen equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Food Service Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established procedures.

GUIDELINES: Guidelines include county and department policies and procedures, county ordinances, state and federal nutritional guidelines, and supervisory instructions. These guidelines are clear and specific.

COMPLEXITY: The work consists of directly-related duties in the preparation of nutritious meals for senior citizens. Inadequate assistance contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist in the preparation of nutritious meals for senior citizens. Successful performance in this position provides nutritious meals for older citizens.

PERSONAL CONTACTS: Contacts are typically with program participants, co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light or heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office or kitchen.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of this position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.