



## KITCHEN AIDE

### DEFINITION

Under general supervision, incumbents provide assistance and support related to the City's Senior Lunch Program, serving daily lunches to older adults and disabled adults; provides support with set-up, preparation and serving of the meals; and performs related duties, as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Programs Manager, and technical and functional direction from the Nutrition Site Supervisor. Exercises no direct supervision over staff. In the absence of the Nutrition Site Supervisor, the Kitchen Aide may provide technical and functional direction over and provide training to other staff.

### DISTINGUISHING CHARACTERISTICS

This is a part-time manual and clerical classification. Initially under close supervision, incumbents with basic experience learn Program systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Incumbents serve to assist the Nutrition Site Supervisor with maintaining the kitchen, service of meals, record keeping, and interaction with older adults or adults with disabilities. Incumbents must be able to multi-task and establish and maintain a respectful environment. This class is distinguished from the Nutrition Site Supervisor class by the nature, scope, complexity, and diversity of responsibilities involved in the oversight of the nutrition program.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists in standardizing procedures when expediting day to day services of the kitchen in order to improve efficiency and effectiveness of operations.
- Performs duties and work as directed by Nutrition Site Supervisor when it pertains to exactness, neatness, and conformance to codes, policies and procedures.
- Assists with set-up, preparation and serving of snacks.
- Performs client intakes and fills out daily rosters to account for meals served.
- Accounts for the receipt of daily donation contributions.
- Ensures safe food handling of meals.
- Assists the Nutrition Site Supervisor with monthly reports related to the meal program.
- Oversees and performs cleaning duties to ensure work areas and equipment are clean and sanitary; washes, dries, and puts away equipment, utensils, and appliances; sweeps and mops the kitchen area; ensures compliance with kitchen sanitation and safety procedures and regulations.
- Trains volunteers in work methods, use of service utensils and kitchen equipment and appliances, foods storage, and relevant safety precautions.
- Performs basic first aid, as necessary.

- Perform related duties as required.

## **JOB-RELATED QUALIFICATIONS**

### **Knowledge of:**

- Principles and methods of quantity food preparation, cooking, serving, and storage.
- Care and use of food service equipment.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safety and sanitation procedures relating to food preparation and serving.
- Principles and procedures of cash collection and handling.
- Nutritional goals of the City.
- Basic principles of record keeping and file maintenance.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Safely operate and/or handle kitchen tools and equipment.
- Train others in proper and safe work procedures.
- Practice proper food handling procedures and follow sanitation standards.
- Perform assigned duties in a fast-paced, demanding, time-limited service environment while maintaining composure and customer service standards.
- Establish effective working relationships with all Senior Center staff.
- Fluently speak and read other languages, is desirable.
- Understand and follow oral and written directions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from the twelfth (12<sup>th</sup>) grade and six (6) months experience in food service programs serving large groups, preferably older adults or adults with disabilities or the public with various socio-economic and ethnic backgrounds, or other related experience.

**Licenses and Certifications:**

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a Safe Serve Certificate or Food Handling Permit.
- Possession of a First Aid Certification and CPR Certification are highly desirable.

**PHYSICAL DEMANDS**

This position requires the employee to frequently talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee will be required to stand, walk, and sit; required to quickly respond to emergency situations and to location of incident. May be required to stoop, bend, balance, crouch, crawl, and twist. Ability to occasionally lift and/or move up to 25 pounds, climb flights of stairs; specific vision abilities required by this job include close, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS**

Employees will be required to work with Older Adults and/or disabled individuals. Employees work in the kitchen and around heavy heat may work near moving mechanical parts and in high, precarious places. The environment can occasionally be noisy and chaotic. The employee must be able to complete specific food handling procedures.