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| Job Title: | **Kitchen Helper** |
| Department: | **Senior Nutrition** |
| Reports to: | **Meals on Wheels Coordinator** |
| Grade: | **SN - Levels I and II** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Lisa Robitshek** |
| Date: | **November 3, 2015** |
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| Purpose:  To assist in quality meal preparation complying with all applicable sanitation, health and personal hygiene standards, and in accordance with nutritional guidelines. | |
| Essential functions:   * Assist with meal preparation duties for home-delivered, bulk Congregate, and frozen meals. * Assist with stocking of inventory as needed. * Clean and wash dishes, floors, walls, and equipment as directed. * Attend required trainings. * Perform other duties as required and assigned. | |
| Position Objectives:   * To assist in quality meal preparation complying with all applicable sanitation, health and personal hygiene standards, and in accordance with all nutritional guidelines. | |
| **Measured by:**   * Feedback from clients and staff. * Monthly temperature tests meet requirements. * Safety and sanitation requirements are met. | |
| **Minimum Education:**   * A high school diploma or equivalent preferred. | |
| **Minimum Experience:**   * None | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |

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| **Minimum Skills Required:**   * Collaboration skills * Client focus with concern for well-being of recipients * Flexibility and resourcefulness * Composure in emergency situations * Positive verbal and non-verbal communication with clients, families, staff, and volunteers * Valid driver’s license, car insurance, and dependable transportation * Willingness and ability to commit the time required |
| **Minimum Physical Expectations:**   * Physical activity that often requires standing, bending, stooping, reaching, and/or twisting to prepare meals, pack meals in vehicle, and deliver them to clients. * Physical activity that always requires travel car. * Physical activity that always requires lifting under 25 lbs. * Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs. |
| **Minimum Environmental Expectations:**  The Kitchen Helper position is in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef’s knives. The employee is frequently exposed to heat, steam, fire, and noise. |