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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.
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| 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.
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| **Measured by:*** Feedback from clients and staff.
* Monthly temperature tests meet requirements.
* Safety and sanitation requirements are met.
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| **Minimum Education:*** A high school diploma or equivalent preferred.
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| **Minimum Experience:*** None
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| **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
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| **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.
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| **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.  |