



**Position Name:** Senior Center Food Assistant

Additional Info: The Senior Center Food Assistant works with the Senior Center Volunteer Coordinator to provide a respectful and caring environment for the Sky Valley Family and Community Resource Center and Senior Center. Incumbent is responsible for working with the kitchen staff to provide healthy and quality meals, provide excellent customer service and timely completion of duties as assigned.

**PRINCIPAL ACTIVITIES:**

- Responsible for the preparation of food items for: salad bar, baked goods, hot entrées, etc.
- As skills are assessed and/or grow: cooking of hot entrées and baking of muffins, cookies, etc.
- Dish washing
- Assist in keeping kitchen, walk-in cooler and freezer clean and organized to Department of Health and Safety standards
- Assist Senior Center Manager in the coordination of inventory and ordering
- Treat members in a culturally sensitive manner, assuring the program's commitment to diversity and cultural competency is maintained.
- Perform other work related duties as assigned.

**QUALIFICATIONS:**

1. Experience working with multi-ethnic, low-income families and individuals.
2. Must have or be able to get a Food Handler's Card.
3. Effective oral and written communication skills, good customer service skills with the ability to professionally, patiently and respectfully work with low-income families and individuals.
4. Strong attention to detail along with strong organizational skills.
5. Must be able to work with a team.

6. Must be able to prioritize and multitask and handle many interruptions throughout the work day with patience and good humor.

**EFFECT ON END RESULT:**

1. Seniors, families and individuals will have received healthy, quality meals.
2. Kitchen will be maintained according to Health Department Regulations.
3. Accurate and agency appropriate outreach for program.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

1. While performing the duties of this job, the employee is frequently required to stand for long periods in a hot kitchen environment, walk, bend, read, sit, and speak.
2. Must be required to lift items up to 50 lbs. consistent with a commercial kitchen environment.
3. While performing the duties of this job, the employee will be required to use sharp tools/utensils, a hot gas stove and other kitchen equipment.
4. Must be able to effectively communicate with co-workers and members.
5. Must be able to reach above head and perform repetitive movements.

**Location:** Sky Valley Senior Center

**Opportunity Type:** All

**Contact:** [volunteers@voaww.org](mailto:volunteers@voaww.org)