

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Kitchen Aide  
**DEPARTMENT:** Adult Day Health  
**REPORTS TO:** Director of Adult Day Health  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **September 2020**

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**JOB SUMMARY:** Responsible for food handling, food service, and diet modifications for participants of the Adult Day Health and Redwood Coast PACE programs. Performs duties in accordance with food safety guidelines. Facilitates snack, mid-day hot meal, as well as distribution of take-home meals. Responsible for kitchen clean up before and after food service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintains a safe and sanitary environment in all areas of food service and according to program standards and policies.
2. Receives bulk food delivery (snacks and mid-day meal) from the Central Kitchen and utilizes proper food handling techniques to hold, prepare, portion, and serve food following cycle menu directions, while following any special instructions indicated by the Central Kitchen.
3. Prepares and serves according to consistency and/or portion modifications as required under the direction of the Registered Dietitian and/or Speech Therapist.
4. Prepares and serves any menu substitutions in accordance with dietary orders.
5. Ensures temperature control of food by maintaining cold foods below 41° F and hot foods above 140° F; refrigerating and/or heating food as necessary. Records temperatures and portions of food and beverages on appropriate charts.
6. Coordinates with employees and volunteers in observing food safety and sanitation protocol while performing kitchen duties.
7. Distributes take-home frozen meals as participants leave the Day Center.
8. Washes, sanitizes, and stores meal service dishes and trays. Cleans and returns food service trays and pans to the Central Kitchen.
9. Completes all required documentation.
10. Maintains and tracks the inventory of food and food service supplies.
11. Assumes other duties as required for the preparation, service, and clean-up of meals. Maintains the kitchen, working under the direction of the Food Service Manager.

12. Informs the Center Manager and Food Service Manager of any problems encountered in meal delivery, food service, equipment, and related areas.
13. Participates in training and other meetings as requested by the Center Manager, Food Service Manager, or Registered Dietitian.
14. May be required to pivot between programs and/or travel between various satellite sites to provide support.
15. Participates in process of teaching, training, and mentoring student interns and volunteers working within the program area.

**EDUCATION &/or EXPERIENCE:**

1. Must have high school diploma or GED equivalent.
2. Experience in food handling, food service, and kitchen sanitation required.
3. Prior experience in texture modification preferred.
4. Has or will have the ability a Food Service Management Certification through ServSafe.

**LICENSES OR CERTIFICATES:**

1. Food Handler's certification required (ServSafe, National Registry of Food Safety Professionals, or other approved certification).

**JOB SKILLS:**

1. Knowledge of and ability to handle and prepare food in accordance with high quality food preparation, sanitation and safety standards – including public health, food handling, and food safety standards.
2. Ability to read, write, and speak English.
3. Ability to write and follow oral and written instructions and to communicate effectively both verbally and in written form.
4. Demonstrates effective social interactions with others.
  - a. Ability to relate to and communicate with the elderly and frail population.
  - b. Excellent interpersonal interactions that result in team building and contribute to effective work relationships.
  - c. Ability to secure cooperation of volunteers.

**SUPERVISORY REQUIREMENTS:**

1. This position has no supervisory requirements.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with employees and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>				X		<b>Twisting/Turning</b>					
Under 10 lbs.				X		Reach over shoulder				X	
11-20 lbs.				X		Reach over head				X	
21-50 lbs. (15-30LBS)				X		Reach outward				X	
51-100 lbs.		X				Climb		X			
Over 100 lbs.						Crawl		X			
						Kneel			X		
<b>Pushing/Pulling</b>						Squat			X		
Under 10 lbs.				X		Sit		X			
11-20 lbs.			X			Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces		X			
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.		X				Stand				X	
						Bending/Twisting: Waist/Neck			X		
<b>Other</b>						<b>Driving</b>					
Keyboard/Ten Key						Automatic Trans	X				
Fingering (Fine dexterity)				X		Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands				X							
Repetitive Motion-Feet			X								

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

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Employee Signature

\_\_\_\_\_  
Date