

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Food Service Aide/Van Driver
DEPARTMENT: Nutrition and Activities
REPORTS TO: Site Coordinator / Food Service Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: March 2022

JOB SUMMARY: Responsible for food handling and packaging of home delivered meals, clean-up of the mid-day meal at the dining site kitchen and transporting food and supplies from Central Warehouse to the Fortuna Dining Site.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Maintains safe and sanitary procedures according to program standards and policies in all areas of food preparation and clean-up.
2. Cleans, washes, and prepares food service equipment and home delivered meal carriers as required.
3. Receives bulk food and utilizes proper food handling techniques to hold, portion, and serve food for meals.
 - a. Prepares and cooks food for congregate and Home Delivered Meals program as required.
 - b. Ensures temperature control of food by maintaining proper temperatures according to program standards.
 - c. Records temperatures and portions of food and beverages.
 - d. Operates steam table and oven/stove top.
 - e. Packages the specified portions of hot and cold foods for home delivered meals.
 - f. Prepares milk orders for routes.
 - g. Follows additional instructions from the Central Kitchen and management.
4. Sets up beverage area with coffee makers, urns, beverages, etc.
5. Serves leftover food to congregate participants as second helpings and packages specified portions as evening/ill meals.
6. Operates commercial dishwasher to clean all service ware and pans.
7. Directs volunteers in food safety and sanitation regulations in the serving of foods and in cleaning up the kitchen.
8. Checks in linen supplies, verifying accuracy of order, as required.
9. Keeps work units and equipment clean, including surfaces and cleanable parts.
10. Assists in maintaining cleanliness of dining area. Maintains and orders inventory of janitorial supplies, linen supplies, service ware for home delivered and on-site meals, and other meal service supplies.
11. Transports prepared food, mail, and supplies from the central kitchen to the Fortuna Dining Site.
12. Collects pans and containers, returns them to the kitchen, and sanitizes them.

13. Supports and provides positive exchange of information about agency program activities.
14. Responsible for van maintenance records. Maintains clean interior and exterior, ensures presence of first aid kit and fire extinguisher, and performs safety inspections before driving. Alerts Food Service Manager to needed maintenance.
15. Informs supervisor of any problems encountered in meal delivery, food service, and related areas.
16. Participates in training and other meetings as requested.
17. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
18. Acts in a manner consistent with agency values.
19. Performs other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. Prior experience in food handling, food service, and cleanup preferred, including a basic knowledge of public health, food handling, and safety standards.

LICENSES OR CERTIFICATES:

1. Food Handler's certification required upon hire (ServSafe, National Registry of Food Safety Professionals, or other approved certification).
2. Valid California Driver's License, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition and insured for State minimum liability requirements that can be used for the applicable job functions.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.
2. Requires Motor Vehicle Report verification.

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, and talk on the telephone.

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
Lifting/Carrying						Twisting/Turning			X		
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.				X		Reach over head			X		
21-50 lbs.			X			Reach outward				X	
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl		X			
						Kneel			X		
Pushing/Pulling						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
Other						Driving			X		
Keyboard/Ten Key		X									
Fingering (Fine dexterity)				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.

Employee Signature

Date