POSITION TITLE: Senior Center Aid/Cook

DATE OF REVIEW: 04/01/18

DEPARTMENT: Senior Center

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: Senior Center Director

POSITION DIRECTLY SUPERVISED: None

POSITION PURPOSE:

Responsible to help provide an uplifting warm and inviting center for all senior patrons.

NATURE AND SCOPE:

This position requires organization skills, and attention to detail.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Responsible to assist in meal preparation and cleanup.
   a. Plan meals with the help of the Senior Center Director.
   b. Prepare food recipes and assist in teaching cooking class.
   c. Maintain, clean and sanitize the ice machine.
   d. Responsible to sanitize all dishes, pans, etc. according to Health Department guidelines.

2. Responsible to maintain kitchen appliances.
   a. Maintain the refrigerator and freezer for cleanliness and monitor temperatures daily.
   b. Keep the ovens cleaned as needed.
   c. Maintain and clean the microwave once a week or as needed.
   d. Clean and organize inside cupboards monthly.
   e. Wash and sanitize sinks, counter tops, and stovetop.
   f. Empty kitchen garbage after each day’s activities.
   g. Take dumpsters out on Monday night.
3. **Responsible for supplies.**
   
   a. Purchase supplies for meals.
   
   b. Stock dishes and utensils in cupboards.
   
   c. Order supplies that are needed for the Senior Center after approval from Director.
   
   d. Keep food storage area organized.
   
   e. Assist in other jobs as required by the Director.

4. **Assistance to the Senior Center Director and Senior Community:**
   
   a. Assist in the implementation of senior patron programs.
      1. Help with educational, musical and uplifting programs for senior patrons.
      2. Attend and transport seniors on field trips.
      3. Provide assistance to seniors.
      4. Aid with the development and implementation of all craft projects.

**PERFORMANCE MEASUREMENTS:**

1. Good communication and coordination exists with City personnel and management.
2. Assist as required from Director.
3. Attend weekly staff meeting.

**QUALIFICATIONS:**

**Training/Education/Certification:**

- Food Handlers permit
- Certified in CPR and First Aide

**Physical:**

- Must be able to lift 40 pounds
- Must be able to kneel, bend, and twist

Signed:______________________________  Date:________________________