

Meals on Wheels Western Michigan Program Job Description

Job Title:	Food Service Associate
Department:	Kitchen
Reports to:	Food Service Manager
Primary Location	Kitchen

FLSA Status	Non-exempt
Date	08.21.19

Basic Function

Assists in basic food service operations which prepares high quality nutritious and appetizing meals for older adults in an outstandingly clean and face paced environment.

Essential Duties and Responsibilities

- Follows standardized recipes in an efficient and timely manner.
- Follows proper food safety and sanitation practices.
- Fast and accurate portioning of food components into individual meal trays or bulk pans in assembly-line style.
- Prepares special meal types as directed.
- Retrieves and opens product from storage.
- May direct activities of community service workers and volunteers as assigned.
- Maintains clean and organized work environment.
- General cleaning/sanitizing which will include work areas, equipment, bathrooms, floors etc.
- Basic understanding of chemical use.
- Proper tear down, setup, and cleaning of equipment.
- Dishwashing including manual dishwashing and use of commercial dishwasher.
- Performs fast and accurate meal labeling and checks seals of trays.
- Creates and prints accurate meal labels.
- Able to read/interpret/adjust specialized reports.

Skills

- Basic math and counting skills.
- Ability to read and follow instructions/reports written in English.
- Able to multi-task and/or switch job duties quickly.
- Must be a team player and work well in groups.
- Decision making and problem-solving skills, often with minimal supervision.
- Must be detail oriented.

Education/Training/Experience Required

- Previous food service experience required.
- Must be 18 years of age or older.
- High School Diploma or GED preferred

Physical Demands

- Ability to lift 50 pounds.
- Bending, lifting, and twisting, up to 8 hours standing/walking.
- Requires repetitive hand motions using utensils requiring gripping, and wrist motion for up to 8 hours.

Work Environment

- Requires ability to work in walk-in cooler/freezer for extended periods of time.
- Requires ability to work in hot kitchen conditions for extended periods of time.
- Requires use of cleaning and sanitizing chemicals on a daily basis.
- Work environment will have a moderate level of noise.
- Requires ability to work in a wet area for long periods.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's manager/supervisor.

*** All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. ***