

Kitchen Assistant Job Description

The **Kitchen Assistant** is responsible for assisting with the service of meals at the senior meal site of the Meals-on-Wheels Program, a program that is operated by the Community Action of Napa Valley.

JOB TITLE: Kitchen Assistant

DEPARTMENT: Meals-on-Wheels

SALARY: \$16.00 per hour

HOURS: Monday-Friday 25 hours/week

REPORTS TO: Site Manager

LOCATION: Napa Senior Center

BENEFITS: 401(K) plan, vacation, sick, and holiday pay

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve food at meal site.
2. Clean up kitchen and dining room.
3. Wash and sanitize all serving pans and equipment.
4. Wash and sanitize all, plates, glasses, cups and silverware.
5. Wash and sanitize all eating and serving tables.
6. Attend training sessions and staff meetings, as required.
7. Maintain confidentiality as required by law and CANV policies.
8. Comply with established CANV procedures.
9. Perform other related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- Knowledge of food service.
- Ability to work with seniors.
- Ability to establish and maintain cooperative workplace relationships.
- Ability to work as a team member.
- Ability to work with minimum supervision.
- Ability to communicate effectively, both, orally and in writing.
- Physical agility to lift and carry up to 10 pounds.
- Ability to interact courteously and tactfully with the public and clients and maintain appropriate boundaries.
- Pass criminal record clearance.

PHYSICAL DEMANDS:

While performing this job, the employee is required to stand for extended amounts of time; regularly required to walk; bend; stoop; reach overhead; push/pull; squat; twist; turn; use hands to handle objects, tools or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate.
- Worksite is on first floor.

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