

**Position:****Meal Delivery/Kitchen Assistant****Position Function Summary**

Under the direction of the Senior Program Coordinator, performs functions related to assisting Senior Program Cook with meal preparation for congregate and home-delivered meals for participants and clients of the Hidalgo County Senior Program.

**Position Accountabilities**

1. Assist with meal preparations as directed by Senior Program Cook.
2. Preparation, packing of home delivered meals.
3. Assist in the delivery of home delivered meals.
4. Observation of participants/clients during in home meal deliveries, and reporting of any obvious changes and or problems to the Senior Program Coordinator.
5. Observation of participants/clients of use or non-use of meals, report any obvious changes and or problems to the Senior Program Coordinator.
6. Responsible for the collection of trays, bowls, and lids from previous day's delivery.
7. Assist in dishwashing, kitchen clean up, sweep & mop in freezer room, pantry, kitchen and serving room, clean shelves, clean inside and outside of refrigerators, freezers stove, clean walls and baseboards as necessary.
8. Submit daily routine sheets to the Senior Program Coordinator.
9. Prepare an end of month progress report on all home delivery participants/clients.
10. Take temperature of first and last meal tray of each delivery and record temperature.
11. Adhere to all Federal and State and other applicable rules and regulations.
12. Assist with end of month inventory as necessary.
13. Clean dining room floors and tables as necessary.
14. Record all food and supply items as they are removed from stock on appropriate data sheets.
15. Assures sanitary handling of food and utensils by adhering to the following: Kitchen staff is to properly wear approved hair coverings, disposable gloves are to be worn in the preparation of foods and while serving food and wrapping silverware.
16. Assist in maintaining cleanliness of the senior center including custodial duties as necessary.
17. Meal periods to be spent in dining areas with participants, sitting with participants.
18. Attend staff and training meetings as necessary.
19. Adhere to all safety standards and regulations
20. Assist with all aspects of meal preparation, delivery, and clean-up as necessary.
21. Other related duties as assigned.

**Minimum Qualifications**

High school diploma or equivalent required.

Minimum one year experience in similar position.

Ability to communicate effectively with the elderly

Valid NM Drivers license

**To Apply:**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326