

Position **Senior Center Kitchen/Transport Assistant**
Part Time Position



Position Summary

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

Position Accountabilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Assist with meal preparations as directed by the 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 Center Program Coordinator.
5. Observation of participants/clients of use or non-use of meals, report any obvious changes and or problems to the Senior Center Program Coordinator.
6. Assist in dishwashing, kitchen clean up, sweep, and 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.
7. Submit daily routine sheets to the Senior Center Program Coordinator.
8. Prepare an end of month progress report on all home delivery participants/clients.
9. Take temperature of first and last meal tray of each delivery and record temperature.
10. Adhere to all Federal, State, and other applicable rules and regulations.
11. Assist with end of month inventory as necessary.
12. Clean dining room floors and tables as necessary.
13. Record all food and supply items as they are removed from stock on appropriate data sheets.
14. Assures safe and sanitary handling of food and utensils by adhering to the following food safety guidelines
15. Assist in maintaining cleanliness of the center including custodial duties as necessary.
16. Attend staff and training meetings as necessary.
17. Adhere to all safety standards and regulations.
18. Assist with all aspects of meal preparation, delivery, and clean-up as necessary.

Minimum Qualifications

- High school diploma or equivalent required.
- Language Requirement: English
- Minimum one year experience with similar responsibilities.
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid NM Driver's License

Physical Demands

Standing	May require standing for periods of time and on an intermittent basis
Sitting	Requires sitting for long periods of time; Frequent use of computer and keyboard
Walking	Requires walking on an on intermittent basis; Occasional prolonged walking
Pushing/Pulling	Push carts with materials, etc. from time to time
Squatting/Kneeling	Kneels or squats to plug/unplug various equipment intermittently; Frequent reaching, stooping, bending, and crouching
Lifting	Lifts necessary supplies and equipment utilized for job function: Occasionally lifts, supplies/equipment up to 50 lbs.
Carrying	Carries materials, etc. from time to time
Vision	Ability to read correspondence, reports, books, periodicals, and computer screen etc.
Hearing	Ability to perceive speech at normal loudness levels and to be able to respond to alarms, answering phone, and overhead page
Psychological	Ability to respond appropriately to stressful work and multiple demands. Resolves conflicts effectively, prioritizes task, responds to emergencies and reacts calmly. Knowledge of relevant office equipment. Knowledge of common safety hazards and precautions to establish a safe work environment
Physiological	Work is primarily performed indoors in a controlled environment
Travel	Occasionally drives short and/or long distances

To Apply

Completed HMS Employment Application may be emailed to 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