

JOB DESCRIPTION:	HIDALGO MEDICAL SERVICES
Position Classification:	Non-Exempt - Part Time
Position:	Kitchen/Transport Assistant
Department:	Family Support Services
Reports To:	Senior Center Program Coordinator
EHR Access Level:	None
Date Issued:	12/2016
Revision/Review Date:	
Authorized By:	HMS Board of Directors

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.

The Kitchen/Transport Assistant is responsible for the delivery of quality service and positive interaction with our customers, visitors, and HMS employees in a courteous, respectful, and professional manner.

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.
19. Other related duties as assigned.

Compliance

The position of Kitchen/Transport Assistant requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

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

Required Skills

- **Must have excellent customer service skills**
- Ability to promote and build teamwork
- Ability to obtain certifications in Defensive Driving, CPR, First Aid, NM Food Handlers Certification, and any other trainings as required by the Area Agency on Aging
- Must have basic understanding of computers

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

WORKING CONDITIONS

May be exposed to infectious, contagious diseases, or blood borne diseases
Exposure to unpleasant elements (accidents, injuries, and illnesses)

The above statements reflects the general details and considered necessary to describe the principal functions of the job as identified and should not be considered as a detailed job description of all work requirements that may be inherent in the job.

**HMS JOB DESCRIPTION
Acknowledgement Form**

I have read the attached description for Kitchen/Transport Assistant and fully understand the requirements set forth therein. I am able to perform the essential functions listed under Position Accountabilities with or without accommodations. I agree to abide by the requirements set forth and will perform all duties and responsibilities outlined therein.

Employee Signature

Date

Supervisor Signature

Date