JOB DESCRIPTION

Food Prep

GENERAL JOB SUMMARY:
Responsible for assisting in the quality preparation of meals in the KIMOCHI Nutrition Program.

CLASSIFICATION:
Non-exempt (hourly): $18.00/hr
Monday – Friday: 6 hours per day (30 hours per week)
Work Time: 7:30 am – 1:30 pm

SUPERVISION GIVEN AND RECEIVED:
This position does not provide direct supervision to staff, and is supervised directly by the Head Cook.

ESSENTIAL FUNCTIONS:
• Assists in meals as specified by a pre-planned menu.
• Package and deliver meals to senior citizens.
• Ensures that meals are served to meet standards of quality and that meals are served promptly at scheduled times.
• Utilize standardized sanitary and food safety procedures.
• Responsible for the cleanliness of the kitchen facility/storage/machinery, including but not limited to the refrigerator, freezer, stove, rice cooker, and slicer.
• Responsible for assisting with the submission of an inventory list(s) of food and supplies used on a daily, weekly, monthly basis to the Head Cook and Senior Center Coordinator.
• Assist with dishwashing.

MARGINAL / NON-ESSENTIAL FUNCTIONS:
• Performs other duties as assigned and requested by the Head Cook, Senior Center Coordinator.

JOB QUALIFICATIONS

SKILLS:
• **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
• **Mathematics:** Using mathematics for all aspects of food production, requirements, food and supplies, daily meal counts.
• **Speaking:** Communicating with others to convey information effectively.
• **Writing:** Maintaining written inventory logs of supplies and food.
• **Reading Comprehension:** Reading and understanding written sentences and paragraphs related to work and safety rules, procedures, instructions and temperature readings for prepared foods and operating equipment.
• **Organization:** Maintaining order by planning work activities in an organized manner.
ABILITIES:
• Lift, push, pull, or carry objects.
• Follow instructions and work procedures.
• Work independently to perform and complete job functions.
• Develop cooperative working relationships with others.
• Interact with diverse individuals at all levels within the organization and members of the public, including senior citizens, volunteers and employees.

KNOWLEDGE, EDUCATION AND EXPERIENCE:
• Minimum High School graduate or GED equivalent.
• Three years of kitchen/culinary experience required: cooking, food preparation, ordering, etc.
• Previous experience working with social service organizations or senior citizens.
• Bilingual in Japanese and English preferred to facilitate communication with senior citizens served by organization.
• Food Safety Certificate required

PHYSICAL DEMANDS:
Per day -

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never (0 hours)</th>
<th>Rare (up to 1 hour)</th>
<th>Occasional (up to 2 hours)</th>
<th>Frequent (2 to 4 hours)</th>
<th>Constant (more than 4 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting:</td>
<td>Occasional</td>
<td>Lifting:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing:</td>
<td>Constant</td>
<td>up to 10 lbs:</td>
<td>Frequent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking:</td>
<td>Constant</td>
<td>11 to 25 lbs:</td>
<td>Frequent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending:</td>
<td>Frequent</td>
<td>26 to 50 lbs:</td>
<td>Occasional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crouching:</td>
<td>Rare</td>
<td>51 to 75 lbs:</td>
<td>Rare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stooping:</td>
<td>Rare</td>
<td>76 to 100 lbs:</td>
<td>Rare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneeling:</td>
<td>Rare</td>
<td>100 + lbs:</td>
<td>Never</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawling:</td>
<td>Never</td>
<td>Carrying:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing:</td>
<td>Rare</td>
<td>up to 10 lbs:</td>
<td>Occasional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balancing:</td>
<td>Frequent</td>
<td>11 to 25 lbs:</td>
<td>Occasional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Running:</td>
<td>Never</td>
<td>26 to 50 lbs:</td>
<td>Rare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting (neck):</td>
<td>Occasional</td>
<td>51 to 75 lbs:</td>
<td>Rare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting (waist):</td>
<td>Occasional</td>
<td>76 to 100 lbs:</td>
<td>Rare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jumping:</td>
<td>Never</td>
<td>100 + lbs:</td>
<td>Never</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pushing/Pulling:

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 lbs:</td>
<td>Frequent</td>
</tr>
<tr>
<td>11 to 25 lbs:</td>
<td>Frequent</td>
</tr>
<tr>
<td>26 to 50 lbs:</td>
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<tr>
<td>51 to 75 lbs:</td>
<td>Rare</td>
</tr>
<tr>
<td>76 to 100 lbs:</td>
<td>Rare</td>
</tr>
<tr>
<td>100 + lbs:</td>
<td>Rare</td>
</tr>
</tbody>
</table>

Grasping – firm: Frequent to Constant
Finger dexterity: Frequent to Constant
Reaching forward: Frequent to Constant
Pinch grasp: Frequent to Constant
Grasp – light: Frequent to Constant
Talking: Frequent to Constant
Face to face: Frequent to Constant
Verbal contact: Frequent to Constant
Public: Frequent to Constant

Hearing:
Conversation: Frequent to Constant
Telephone: Rare
Earplugs: Not required.

MENTAL REQUIREMENTS:
• Perform work requiring regular contact with others and ability to relate to other people, including senior citizens, volunteers, and employees
• Understand/carry out/remember instructions and comply with work rules
• Respond appropriately to supervision
• Perform daily activities
• Perform repetitive and varied tasks
• Follow work rules, procedures and instructions.
• Arrange things or actions in a certain order or pattern in order to complete tasks in an efficient manner.

WORK ENVIRONMENT:
Moderate to extreme temperature changes (cooking area to refrigerator and freezer), solvents (cleaning agents), and moderate noise level

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