

HYRUM CITY
POSITION DESCRIPTION
(NON – EXEMPT – NON-BENEFITTED)

POSITION TITLE: Senior Center Assistant/Cook

DATE OF REVIEW: 04/15/2021

APPROVED BY: _____

DEPARTMENT: Senior Center

REPORTING RELATIONSHIPS:

POSITION REPORTS TO:

Senior Center Director

POSITION DIRECTLY SUPERVISED:

None

POSITION PURPOSE:

Responsible to help provide an uplifting warm and inviting center for all senior patrons and to provide a delicious and nutritious lunch.

NATURE AND SCOPE:

This position requires organization skills, and attention to detail.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- 1. Responsible to assist in meal preparation and cleanup.**
 - a. Plan meals with the help of the Senior Center Director.
 - b. Prepare food recipes and assist in teaching cooking class.
 - c. Maintain, clean and sanitize the ice machine.
 - d. Responsible to sanitize all dishes, pans, etc. according to Health Department guidelines.

- 2. Responsible to maintain kitchen appliances.**
 - a. Maintain the refrigerator and freezer for cleanliness and monitor temperatures daily.
 - b. Keep the ovens cleaned as needed.
 - c. Clean and organize inside cupboards monthly.
 - d. Wash and sanitize sinks, counter tops, and stovetop.
 - e. Empty kitchen garbage after each day's activities.
 - f. Take dumpsters out on Monday night.

3. Responsible for supplies.

- a. Purchase supplies for meals.
- b. Stock dishes and utensils in cupboards.
- c. Rotate all food products.
- d. Keep food storage area organized.
- e. Assist in other jobs as required by the Director.

4. Assistance to the Senior Center Director and Senior Community:

- a. Assist in the implementation of senior patron programs.
 1. Help with educational, musical and uplifting programs for senior patrons.
 2. Attend and transport seniors on field trips as needed.
 3. Provide assistance to seniors.
 4. Aid with the development and implementation of all craft projects and craft fair.

PERFORMANCE MEASUREMENTS:

1. Good communication and coordination exists with City personnel and management.
2. Assist as required from Director.
3. Attend staff meeting and board meetings monthly.

QUALIFICATIONS:

Training/Education/Certification:

- Food Handlers permit
- Certified in CPR and First Aide

Physical:

- Must be able to lift 40 pounds
- Must be able to kneel, bend, and twist

Signed: _____

Date: _____