



NUTRITION SERVICES WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, performs a variety of kitchen and food preparation duties in support of the Congregate and Home Delivered meals programs offered through the Senior Center. Coordinates kitchen activities at the Senior Center, including heating/re-heating, preparing and serving fresh and prepackaged meals for the On-site or Meals on Wheels programs; and ensures a clean and sanitary work area and complies with food preparation standards.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare meals for on-site dining or meals delivery; prepare both fresh and frozen meals, defrost prepackaged meals, cook/heat entrees and assemble meals; assist with packing and loading meals for transport; assist in serving meals to on-site participants.
2. Coordinate efforts of kitchen volunteers; provide guidance and instruction on meal preparation procedures and standards.
3. Maintain food service areas, facilities, and equipment in a clean and sanitary condition; wash and properly store dishes, equipment, and utensils.
4. Maintain documents and records pertaining to food preparation standards, kitchen procedures, and the Senior Nutrition Program.
5. Inspect weekly/bi-weekly food and supply deliveries and food/non-food inventory and storage for quality, quantity, and accuracy. Ensure that all food and supplies are properly stored.
6. Participate in nutrition education activities/meetings in support of the Senior Nutrition Program.
7. Operate a variety of office equipment such as a computer, copier, facsimile machine, multi-line phone, and printers; create basic documents and perform data entry using Microsoft Word. Excel and other applications; perform internet searches.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic kitchen and food preparation procedures.

Health standards of food safety and kitchen sanitation.

Commercial kitchen equipment and materials.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and procedures of data entry.

CITY OF SIMI VALLEY
Nutrition Services Worker (*Continued*)

English use, spelling, grammar and punctuation.
Methods and techniques of greeting visitors.
Customer service principles and practices.
Basic record keeping procedures.

Ability to:

Provide lead assistance and provide instruction to volunteers.
Use institutional food preparation equipment.
Establish and adhere to a food preparation schedule.
Adhere to environmental health standards.
Lift and transport food and packaged materials.
Perform data entry functions.
Operate office equipment including computers and supporting software applications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months experience in food preparation or cooking in a commercial kitchen.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Senior Center commercial kitchen facility environment; occasional exposure to computer screens.

Physical: Sufficient physical ability to operate assigned equipment; stand and use arms and hands for prolonged periods of time; repeated reaching, twisting, kneeling, bending, and stooping; moderate to heavy lifting, pushing and pulling.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2014