



EMPLOYEE NAME: Vacant		
Job Title: Kitchen Assistant Tumwater Food Service Coordinator	FLSA Status: Non-Exempt	Department/Location: Senior Nutrition Program/Olympia & Tumwater
Reports To: Olympia Site Manager	Pay Grade: \$13.69/hr. 25 hr./wk.	Revision Date: 7.2019, 6.8.2021

POSITIONS REPORTING TO THIS POSITION:
None

JOB SUMMARY:
The Kitchen Assistant helps prepare meals at the Olympia kitchen, then transports and serves food to seniors at the Old Town Senior Center in Tumwater. The person checks people in for lunch, manages payments, washes dishes, and cleans the Tumwater site. They also help with dishes and cleaning at the Olympia site for the Senior Nutrition Program (SNP). They do other duties as assigned.

DUTIES
<ol style="list-style-type: none"> 1. Assists Olympia kitchen staff in the preparation of meals to meet all program requirements, in a manner that complies with health and safety standards per local, state, and federal regulations. 2. Package, transport, and serve lunch to seniors at the Tumwater Old Town Senior Center. 3. Wash dishes and clean kitchen and dining room at the Tumwater Old Town Senior Center. 4. Assists Olympia staff in keeping the kitchen, storage, and dining room clean. 5. Attend staff meetings and training sessions as necessary. 6. Assist with at least two fundraising events each year. 7. Perform other duties as assigned.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES
<p>REQUIRED: Food Handler's permit or obtain one within 30 days of employment</p> <p>PREFERRED: CPR Card in American Red Cross, Labor & Industries, or another County-approved</p>

EDUCATION REQUIREMENTS AND PREFERENCES:
<p>REQUIRED: None required.</p> <p>PREFERRED: High-school diploma or progress towards completion of degree.</p>

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED:

PREFERRED: Experience in institutional kitchens or related cooking experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and processes for providing customer and personal services.
- Food production.
- Safety

Skills

- Time management.
- Operation Monitoring
- Quality Control Analysis.

Ability

- Information Ordering
- Oral Comprehension
- Work effectively with a wide variety of people, including senior citizens, staff members, volunteers, people with disabilities and minorities.

WORKING ENVIRONMENT AND CONDITIONS:

Long periods of standing in a steamy kitchen dishwashing area, plus other kitchen areas. Travel to attend meetings and training sessions may be required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk		
a. Up to 10 pounds (sedentary)	F	17. Stand (Continuous)		
b. 11-20 pounds (Light)	F	a. 30 minutes		F
c. 21-50 pounds (Medium)	O	b. 60 minutes		F
d. 51-100 pounds (Heavy)	N	c. 1-3 hours		F
e. >100 pounds (Very Heavy)	N	d. 3-6 hours		O
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	F	a. 30 minutes		F
b. 11-20 pounds (Light)	O	b. 60 minutes		F
c. 21-50 pounds (Medium)	O	c. 1-3 hours		F
d. 51-100 pounds (Heavy)	N	d. 3-6 hours		O
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness		F
a. <50 pounds	N	2. Precision		O

b. >50 pounds	N	3. Analytic Ability		N
c. > 100 pounds	N	4. Problem Solving		N
d. >150 pounds	N	5. Memory		N
4. Carry		6. Communication		F
a. Up to 10 pounds (sedentary)	F	7. Creativity		O
b. 11-20 pounds (Light)	F	8. Concentration		O
c. 21-50 pounds (Medium)	O	9. Judgment		F
d. 51-100 pounds (Heavy)	O	10. Imagination		N
e. >100 pounds (Very Heavy)	N	11. Initiative		F
5. Push or pull		12. Patience		F
a. Up to 10 pounds (sedentary)	F	Work Environment	Yes	No
b. 11-20 pounds (Light)	F	1. Inside work		F
c. 21-50 pounds (Medium)	F	2. Outside work		O
d. 51-100 pounds (Heavy)	O	3. Vibration		O
e. >100 pounds (Very Heavy)	N	4. Wet/humid		O
6. Climb (stairs) – climb & descend		Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical		F
8. Stoop or bend	F	2. Electrical		F
9. Crouch	O	3. Burns		F
10. Kneel	O	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	N	6. Cramped/confined work area		F
13. Hear	N	7. Blood borne pathogens		N
14. See	F	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	O			
b. 60 minutes	o			
c. 1-3 hours	O			
d. 3-6 hours	O			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. **If an accommodation is required, inform your supervisor immediately.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

Executive Director Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned. *SSSS Position Template 2018*