

Position Opens: October 15, 2021



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## ***EMPLOYMENT ANNOUNCEMENT***

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**POSITION:** Kitchen Aide – Meals on Wheels Driver (Up to 25 hours per week)

**SALARY:** \$10.50 per hour

**APPLICATION DEADLINE:** Position will remain open until filled. First application review will be conducted October 21, 2021

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The Elko Senior Center is seeking qualified applicants for the position Kitchen Aide/Meals on Wheels Delivery Driver. The successful candidate will assist with safe food handling for all nutrition programs as well as assist the cooks in the preparation of meals for homebound members, congregate members, and guests. Responsible for delivery of meals within Elko City limits. The ideal candidate will be a team player who is also self-driven and can work on their own with little supervision as well as have a passion to serve the members of the Senior Center. The successful candidate may be required to pass a criminal background check and pre-employment drug and alcohol screening.

- 100% PERS Retirement

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



## **JOB DESCRIPTION**

### **Kitchen Aide / Meals on Wheels Delivery**

**Definition:** The person in this position will assist with safe food handling (preparation, packaging, receiving, storing, cleaning, and documentation) for all nutrition programs. Assist the cooks in the preparation of meal services to homebound members, congregate members and guest. Responsible for the delivery of prepared meals within the Elko City limits.

#### **QUALIFICATIONS:**

- Ability to understand, remember and carry out verbal and written instructions in English
- Ability to demonstrate aptitude for successful performance of the assigned tasks
- Must possess a valid Nevada Driver's License. Must have and maintain a good driving record
- Must have and maintain a clean record with good citizenship. The Terrace will obtain Records of Criminal History

#### **ESSENTIAL FUNCTIONS:**

- To assure and follow food safety guidelines.
- Assist cook with food preparation, serving/packing of food in an efficient and pleasant manner
- Properly handle chemicals and cleaning compounds using personal protective equipment and following proper safety guidelines
- Ensure that all work areas are maintained, keeping them clean and safe in accordance with sanitary, safety and infections control procedures
- Deliver meals to designated homebound participants using the Meals on Wheels vehicle
- Deliver meals in a timely fashion to insure safe temperature and integrity of the meal
- Keep daily log of meal delivery, meal temperatures, and other required reporting data
- Unload and stock all sizes and weights of food items and supplies on shelves and in the walk-in freezers and refrigerators after deliveries (this requires the ability to safely bend and to lift large, heavy boxes at shoulder height); must be able to withstand extreme temperature variations of the kitchen and walk-in freezers and refrigerators while on duty
- Perform daily scheduled cleaning duties in accordance with sanitation, safety and infection control policies and procedures including sweeping, mopping, scrubbing walls and equipment while wearing personnel protective equipment as instructed by supervisor
- Remove and properly dispose of dietary trash several times a day in all areas; clean trash receptacles as scheduled; must be able to tolerate the use of personal protective equipment such as gloves, aprons and eye protection and withstand sight and smell of food garbage
- Safely utilize equipment; report any equipment needing service or repair immediately
- Must be capable of maintaining regular attendance in accordance with Center absence policies
- Uses tactful, appropriate communications in sensitive and emotional situations
- Promotes positive public relations with members, guests and staff
- Use appropriate work place behavior; adhere to dress code at all times

#### **OTHER FUNCTIONS:**

- Maintain dietary storage areas in a neat and orderly manner according to established standards
- Perform minimal maintenance on the Meals on Wheels vehicle, including filling with gasoline,

- checking oil, and adding fluids when necessary, checking tire pressure
- Keep inside and outside of Meals on Wheels vehicle clean.
- Advise the office when the vehicle has any maintenance problems
- Required to attend department and center in-service training as scheduled
- Ability to work responsibly and respectfully with others
- Perform other duties as assigned

**SPECIAL REQUIREMENTS:**

Successful completion of ADSD ServSafe mini certification

**EXPERIENCE AND TRAINING:**

No special experience or training is required; however, experience in food service work is preferred.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job

**Employee must have the strength and stamina to:**

- Regularly lift up to 50 pounds with assistance as needed
- Stand for extended periods of time
- Climb a step stool
- Perform tasks that require frequent bending, reaching, and lifting.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

- Generally clean work environment with exposure to cleaning chemicals, odors and noise.
- Regular exposure to cold temperatures, heat and moisture.
- Frequent interruptions of planned work activities requiring response to unplanned events.

ALL STAFF MEMBERS are expected to be flexible in case of emergency, and in cases of short or over-staffing. Cross training will be on-going. All staff members are responsible for keeping the facility and equipment neat, clean and orderly