



LEONARD E. SIMMONS SENIOR MULTI-SERVICE CENTER

Middleborough Council on Aging
558 Plymouth Street, Middleborough, MA 02346

Andrea M. Priest

Executive Director

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POSTING DATE: January 9, 2018

JOB DESCRIPTION: COUNCIL ON AGING- KITCHEN AIDE

- Part Time, 20 hour position with benefits
- Starting Wage of \$11.00 per hour

GENERAL DESCRIPTION

- Under the direct supervision of the Head Cook, or, in his/her absence the Assistant Cook, responsible for general kitchen duties related to the daily preparation of meals served at the Senior Multi-Service Center and to clients of the Home Delivered Meal program.

DUTIES/RESPONSIBILITIES

- Responsible for assisting with the preparation and serving of meals, dessert preparation, cleaning of pots and pans, packaging of home delivered meals, kitchen area cleaning and other assigned duties.
- Responsible for maintaining a high level of cleanliness in all assigned kitchen duties, including strict compliance with all applicable sanitation laws and regulations.
- Responsible for immediately informing the Head Cook (or in his/her absence, the Assistant Cook) of and unsafe or potentially hazardous conditions pertaining to the operations of the kitchen.
- Observes highest possible level of confidentiality for all individuals served by the COA.
- Assumes other related duties as circumstances may require or as requested by supervisor.

EDUCATION

- High School graduation and a minimum of two year experience working in food service programs (preferably serving senior citizens) or a combination of education and experience deemed equivalent to this.
- CPR and first aid certification (or willingness to obtain these as a condition of hiring) and recertification on an annual basis.
- Food Handler's Certification or willingness to obtain

CRITICAL KNOWLEDGE, ATTITUDES AND SKILLS

- Ability to relate well to elderly persons and volunteers.
- Willingness to consider and respond positively, whenever feasible, to requests to perform scheduled overtime, evening, weekends, and holiday duties.
- Health status and lifting ability consistent with the need to perform strenuous kitchen activities, including cleaning.
- Willingness to undergo a health examination at the time of hiring to assure a level of health consistent with the performance of strenuous kitchen activities.
- Ability to work well under pressure and frequently with limited staff or volunteer assistance
- Good sense of humor.

Posting Closes: January 23, 2018

Pursuant to Federal Regulations 51.55 (e) (k) (6), the Town of Middleborough does not discriminate on the basis of handicapped status in admission or access to or treatment in its programs and activities.