

STOREY COUNTY JOB DESCRIPTION**Kitchen Aide**

Class Title: Kitchen Aide
Reports to: Senior Services Director
FLSA Status: Non-Exempt
Created: 04/05/22

JOB SUMMARY

Under general direction of the Senior Services Director or his/her designee, provides assistance in the kitchen through prepping food, washing dishes, and cleaning kitchen/ dining area.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Thoroughly wash all dishes, cookware, flatware, and utensils.
- Properly maintain all dishwashing equipment.
- Monitor water temperature and/ or chemical compounds as appropriate to ensure the prevention of food borne illness and the spread of communicable disease.
- Clean all work areas.
- Prepare, wash, and store dishes following each meal.
- Assist in serving, if needed.
- Assist cook in preparing foods and cleaning food serving areas and equipment.
- Prepare dishes for washing.
- Clean dining room tables and chairs.
- Vacuum and clean dining room area.
- Assist in laundering linens and other washable items used.
- Work as a team member to ensure smooth, efficient, and safe operation of the kitchen.
- Help contribute to high quality dining services operations by paying attention to food presentation and taste, and courteous responses to residents and staff during meal service.
- Adhere to prescribed sanitation practices and procedures.
- Be constantly watchful of signs that clients are able to function independently and a change in their behaviors. Report all signs following policies and procedures.
- Follow all County and SCSC policies, procedures, and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings.
- Maintain professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth running work area.
- Maintain confidentiality of all clients, staff, and community information deemed as such.

QUALIFICATIONS

Knowledge of

- How to use and maintain position's equipment and safety equipment
- Safe work practices and sanitation related to food preparation and service
- Needs of the elderly
- Storey County region

Ability to

- Read, write, and speak English.
- Accept supervision.
- Function independently, have flexibility, and personal integrity.
- Identify and recommend problem resolution.
- Work independently with minimum supervision.
- Cope with mental and emotional stress related to the position.
- Possess, or be willing to obtain current food handler permit.
- Adhere to senior center policies.
- Maintain confidentiality of information.
- Adhere to alcohol/drug free workplace policies.

LICENSING, EDUCATION AND OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and abilities is:
 - High school diploma or equivalent; AND
 - Two years of work experience
- Ability to pass a background check.
- Possession of a Food Handler permit within 3 months of hire.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

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

- **Physical Requirements.** Strength, stamina, and coordination to bend, stoop, sit, and stand for long periods of time; walk for long periods of time; lift and carry food supplies, dishes, and kitchen supplies; lift/ carry up to 50 pounds and push or pull objects exceeding 100 pounds, using appropriate body mechanics; the ability to communicate verbally in-person and by telephone, and communicate by other telecommunication devices. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- **Working Environment.** Position functions indoors in a kitchen environment where equipment used can raise ambient temperatures about 75 degrees Fahrenheit. Working environment is generally clean with limited exposure such as dust, fumes, noise, and odors. Frequent

interruptions to planned work activities occur. There is a potential for exposure to verbal or physical aggression. Subject to unpleasant odors.

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 1st day of July, 2022

Upon approval, the above language shall be amended into the Storey County Government Classification Plan.

Austin Osborne
County Manager

Tobi Whitten
Human Resources Director