

# MASON COUNTY NUTRITION PROGRAM

**JOB POSITION: NUTRITION PROGRAM PART-TIME ASSISTANT**

**SUMMARY:** This position performs a variety of kitchen and occasional clerical duties. Assists in daily operations of meal preparation and clean up. Provides friendly and courteous assistance to all senior clients.

## ESSENTIAL RESPOSIBILITIES:

- Maintaining a nutrition Food Handler Certification.
- Attain First Aid & AED Certification.

## KITCHEN DUTIES:

- Daily preparation of kitchen and dining room.
- Oversees kitchen supply inventory.
- Take and record freezer temperatures.
- Pick up food from local restaurants.
- Take and record food temperature.
- Prepare daily food sample.
- Prepare home delivered meals.
- Pass out milk and other items needed for lunch.
- Serve congregate meals.
- Maintains kitchen equipment.
- Clean kitchen and dining room.
  - Empty pans, wash dishes, take trash out, clean and disinfect counters and tables, sweep and mop, take out trash, put chairs on table. This is done by all staff and volunteers.
- Assists in preparation of frozen meal kits for home bound clients.
- Occasionally deliver meals to home bound seniors.

## CLERICAL DUTIES:

- Assists on paperwork and route sheets for next day.
- Occasionally assists in clerical duties such as answering phone and checking daily paperwork.