

Position Title: Kitchen Aide/HDM Driver Substitute **FSL Program:** Peoria Senior Center Nutrition

IMPORTANCE OF THE WORK TO THE ORGANIZATION: The Peoria Senior Center is an important place for citizens of Peoria to access needed services and programs. The FSL Nutrition sites are an important part of minimizing isolation, loneliness and provide a nutritious meal. All volunteers participating/leading an activity is helping to meet this vital goal.

STATEMENT OF WORK: Assist the Meal Site Kitchen with all meal preparations, packaging or serving meals for congregate and home delivered meals, as well maintaining and cleaning dishes and cookware, if needed. In addition, the Kitchen Aide will be the substitute driver for the home delivered meals if needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist kitchen with meal preparation
- Packing or Serving meals
- Assist with cleaning of the kitchen or washing of dishes
- Fill in for HDM Drivers as needed
- Other duties as assigned in the Nutritional Program

QUALIFICATIONS (including knowledge, skills, abilities, work experience, & education):

Minimum Required:

- Az Food Handlers Certificate
- Must maintain a valid driver's license and be insurable by FSL
- Good communication skills
- General Knowledge of a commercial dishwasher
- Must have the ability to multitask

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands described here represent those required by a volunteer successfully performing the essential functions of this position.

- Able to lift 25lb
- Be on their feet for extended periods
- Be able to safely operate and use kitchen equipment and utensils
- Be able to safely operate and use a vehicle for delivery

SPECIAL or DEPARTMENTAL REQUIREMENTS:

- ☒ Minimum age 24
- ☒ Valid Arizona driver's license, vehicle insurance, and be insurable by FSL
- ☒ Clear Background Check ☒ Negative Drug Screen ☒ Central Registry Clearance
- ☒ Current, or be able to obtain, a Level One Fingerprint Clearance Card through AZ DPS
- ☒ Current CPR/First Aide
- ☐ Meet all state and federal immunization and communicable disease clearance requirements
- ☐ Blood Borne Pathogens & Infection Control Training

TRAINING PROVIDED:

- Orientation
- HIPAA and Corporate Compliance Training
- Program specific policies & procedures
- Instructions from _____
- Web-based modules
- Identifying signs of abuse/neglect
- Shadow other staff

EVALUATION:

☐ At end of training for fit ☒ At end of Commitment

LENGTH OF COMMITMENT: ☐ 3 months ☐ 6 months ☐ 9 months ☐ 12 months ☒ Other: ongoing

SCHEDULED DAYS: Between Monday and Friday

HOURS: 9:30 am – 2:00 pm

ASSIGNED STAFF SUPERVISOR: Josie Salas

SECONDARY STAFF SUPERVISOR: Karla Mortimer

COMMENTS:

This volunteer is a valuable member of the Peoria Senior Center Nutrition Program team and appreciated for his/her willingness to assist with these essential duties.

This volunteer job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. While it is intended to be an accurate reflection of the position, management reserves the right to revise or to require that other, or different, tasks be performed when circumstances change (e.g., emergencies, changes in staff, workload, rush jobs, technology changes, etc.).

In addition, this volunteer position description is not an intended contract of employment between the volunteer and the FSL, nor shall it be a promise to provide specific terms or conditions of employment.

Your signature below indicates that you:

- have read and understand this position description (or had someone read it to you),
- understand the requirements of the job as stated and, can perform these duties **(check one):**
 - ☐ **with accommodation** ☐ **without accommodations**, and
- are willing to perform the job responsibilities and requirements as stated.

Volunteer's Printed Name

Supervisor's Printed Name

Volunteer's Signature
(Indicates acceptance and understanding)

Supervisor's Signature

Date

Date