

**Washington County, Georgia**  
**Recreation Department**  
**Kitchen Aid**

**GENERAL NATURE OF WORK**

This position involves preparing and serving meals to senior citizens who visit the Senior Center. The individual must take caution to follow applicable state and agency guidelines. Work involves ensuring that aging citizens receive nutritious hot meals on a regular and consistent basis in a safe and sanitary environment.

**EXAMPLES OF WORK**

**Essential Job Functions:**

Prepare and serve hot meals to senior citizens as required.

Promote socialization of seniors through courteous service and a hospitable demeanor.

Understand and follow applicable state and agency guidelines related to the storage, preparation, service and disposal of food.

Maintain paperwork for proper compliance.

Maintain minimum inventory levels of supplies for kitchen food pantry and place orders as required.

Clean up and sanitize the kitchen and dining room after each food service.

**Additional Job Functions:**

Receive deliveries of kitchen supplies from food suppliers.

Assist Activities Director with programming as needed.

Perform additional duties as required.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of relevant state and agency guidelines related to safe food preparation.

Skills related to home economics and food preparation, including comfort using cooking equipment.

**SUPERVISORY RESPONSIBILITY**

None—No work group leadership or supervisory responsibilities.

**FISCAL RESPONSIBILITY**

**Limited to no fiscal responsibility.**

## **WORKING CONDITIONS**

Generally good working conditions. Little to no exposure to harm or danger. Everyday risks require normal safety precautions.

Light physical demands—Exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

## **TRAINING AND EXPERIENCE**

Completion of a standard high school course of study, or its recognized equivalent.

## **NECESSARY SPECIAL REQUIREMENTS**

Shall meet all requirements of changing state and local laws in regards to qualifications and duties of this position.

May require additional training and education as a condition of continuing employment.