

CITY of AZTEC JOB DESCRIPTION

Job Title:	Senior Center Tech II
Department:	Senior/Community Center
Shift:	40 hours per week, Mon-Thurs 4-10 Work Week
Pay Plan:	Level 10.2 @ \$17.77/HR
Exempt:	No
Reports To:	Center Supervisor
General Direction From:	Center Supervisor
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

To assist with meal preparation and serving; to be responsible for most of the daily cleaning after the noon meal. Will help with deliveries, transports and day to day senior activities. To assist in other areas as needed.

ESSENTIAL DUTIES

- Manage and able to enter data on computer of eligible seniors including home delivery and congregate.
- Help with kitchen inventory and put away stock.
- Help with entering all patient demographic information and make sure it is up to date in all assessment systems.
- Greeting visitors, answering phones, bookkeeping, purchasing, substitute assignments, and staff relief when needed.
- Help with various office and computer duties including deposit, and end of the month report compilation.
- Handles food in accordance with the rules and regulations set by Long Term Services and the state of New Mexico. Including proper food storage guidelines.
- Dates all items received and rotates stock.
- Maintains food items in covered, sealed containers.
- Assists with checking in and putting away orders.
- Assists with meal preparation in accordance with approved menus and recipes, including all phases of cooking, baking, and preparing correct amounts of food. Also includes washing vegetables, making salads, setting out condiments and other items.
- Assists with home-delivery tray preparation.
- Assists in serving meals to Clients, using proper portion control utensils.
- Must be able to present food with an appealing appearance.
- Monitoring and maintaining food temperatures. (Hot and cold)

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employer.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in preparing food for storage after noon meal.
 - Washes dishes, pans, and utensils after the meal and puts them away.
 - Assists with cleaning tables and chairs in the main dining area after noon meal.
 - Sweeps and mops kitchen floor daily.
 - Keeps freezers, refrigerators, appliances, steam table, and Storeroom etc., clean and reports any issues to Kitchen Supervisor or Center Director.
 - In the absence of the head cook, must be able to efficiently perform the duties of the head cook, including meal preparation and supervisory skills.
 - May be responsible for assisting with other housekeeping duties as needed.
-
- Assists with proper trash disposal.
 - May transport Clients or deliver meals in the absence of van driver.
 - Ability to communicate in English, both written and verbally and be able to follow verbal and written instructions.
 - Follows and promotes safety and health regulations in the kitchen, serving area, common areas, and dishwashing area.

RESPONSIBILITIES

- Supervision:** N/A
- Public Contact:** Recurring contact with the public.
- Budget:** N/A
- Other:** Consistently provide reliable and quality service.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
 - Must have a valid driver's license.
- Education:** High School Diploma or G.E.D.
- Experience:** Preferred minimum of (1) year experience in quantity food preparation.
- Knowledge:** Knowledge of proper food handling procedures, safety, and sanitation procedures.
- Certificates/Licenses:** Food Handlers Certificate within 6 weeks of hire

	CPR Certification Valid NM Driver's License/Clean driving record
Recertification:	N/A
Use of Tools and/or Equipment:	Commercial kitchen equipment, utensils, housekeeping equipment, FAX, phone, copier, computer, printer.

WORK ENVIRONMENT

Physical Demands:	Effort is exerted regularly for sustained periods of time. Strain may be for frequent or moderate duration. Standing for long periods of time. Moderate heavy lifting (50 lbs), pushing and pulling. High manual dexterity required. Climbing up and down stools and ladders.
Hazards:	Exposure to hazardous work conditions (heat, slippery floors, scalds, burns, etc.)
Exposures:	Recurring conditions which involve chance of injury.