



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Community Services Aide (Kitchen Assistant) (Part-Time/Temporary)



Salary: \$16.78—\$21.43 per hour.

The Position:

Under supervision, assists in a variety of kitchen and food preparation duties in support of the Congregate and Home Delivered meals programs offered through the Senior Center. Helps coordinate kitchen activities at the Senior Center, including heating/re-heating, preparing and serving fresh and prepackaged meals for the Congregate or Meals on Wheels programs; ensures a clean and sanitary work area and complies with food preparation standards and protocols and helps maintain documents and records pertaining to food preparation standards and kitchen procedures.

This is a temporary, part-time position with varied hours, up to approximately 15 hours per week.

Requires:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of clerical experience is desirable.

License/certificate:

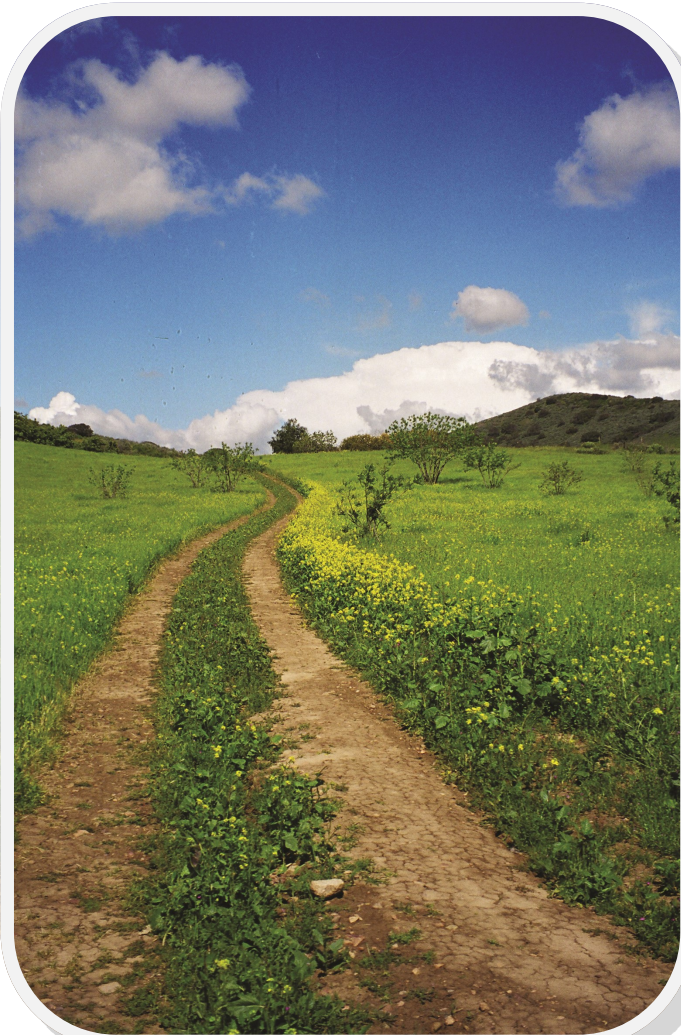
Possession of, or ability to obtain, a valid ServSafe Food handler certification is desirable.

Ideal Candidate

The ideal candidate will possess the ability to:

- work in a commercial kitchen environment.
- use institutional food preparation equipment and adhere to food preparation schedule.
- adhere to environmental health standards.
- lift and transport food and packaged materials
- work varied hours, including nights and weekends providing facility support.
- work with various computer systems.
- be professional and courteous to the public.
- follow concise directions and exhibit a can do attitude.
- communicate clearly and concisely, both orally and in writing.
- be organized and have the ability to prioritize tasks.

The City of Simi Valley is an Equal Opportunity Employer



City of Simi Valley Human Resources
2929 Tapo Canyon Road
Simi Valley, CA 93063
www.simivalley.org

Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

Application and Recruitment Process

This recruitment is open until filled and may close at any time. Apply online at www.Calopps.org.

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

Selection Process: Candidates who possess the best combination of qualifications will be invited to the testing process; an invite is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

