

# We're Hiring! Kitchen Aide

## Part-Time



### POSITION:

Under general supervision, the Kitchen Aide provides assistance and support related to the City's Senior Lunch Program, serving daily lunches to older adults and disabled adults; provides support with set-up, preparation and serving of the meals.

**IDEAL CANDIDATE:** The Kitchen Aide is a part-time manual and clerical classification. Initially under close supervision. The Kitchen Aide with basic experience learn Program systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the Kitchen Aide. The Kitchen Aide serve to assist the Nutrition Site Supervisor with maintaining the kitchen, service of meals, record keeping, and interaction with older adults or adults with disabilities. The Kitchen Aide must be able to multi-task and establish and maintain a respectful environment. This class is distinguished from the Nutrition Site Supervisor class by the nature, scope, complexity, and diversity of responsibilities involved in the oversight of the nutrition program.

## **EAST PALO ALTO** The city on the move!

**Monthly Salary: \$1,389.86—\$ 1,689.39**

**ESSENTIAL FUNCTIONS:**

- Assists in standardizing procedures when expediting day to day services of the kitchen in order to improve efficiency and effectiveness of operations.
- Performs duties and work as directed by Nutrition Site Supervisor when it pertains to exactness, neatness, and conformance to codes, policies and procedures.
- Assists with set-up, preparation and serving of snacks.
- Performs client intakes and fills out daily rosters to account for meals served.
- Accounts for the receipt of daily donation contributions.
- Ensures safe food handling of meals.
- Assists the Nutrition Site Supervisor with monthly reports related to the meal program.
- Oversees and performs cleaning duties to ensure work areas and equipment are clean and sanitary; washes, dries, and puts away equipment, utensils, and appliances; sweeps and mops the kitchen area; ensures compliance with kitchen sanitation and safety procedures and regulations.

**MINIMUM REQUIREMENTS:**

Equivalent to graduation from the twelfth (12<sup>th</sup>) grade and six (6) months experience in food service programs serving large groups, preferably older adults or adults with disabilities or the public with various socio-economic and ethnic backgrounds, or other related experience.

**Licenses and Certifications:**

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a Safe Serve Certificate or Food Handling Permit.
- Possession of a First Aid Certification and CPR Certification are highly desirable.

**HOW TO APPLY**

**Go to: [www.calopps.org](http://www.calopps.org) to apply online.**

To be considered for this employment opportunity, please complete the City Application, resume and cover letter.

If you have any questions, please contact : Irma Martinez, HR Technician  
(650)382-8719 \* [imartinez@cityofepa.org](mailto:imartinez@cityofepa.org)

For additional information visit our website: [www.cityofepa.org](http://www.cityofepa.org)

**Closing Date: December 31, 2021**