



**The City of East Palo Alto Invites Applications for the Position of
KITCHEN AIDE**

Salary:
\$18.86 - \$22.92 Hourly
\$1634 - \$1986 Monthly

Plus, an attractive benefits package

Deadline to Apply: May 22, 2026, at 11:59 PM

The City of East Palo Alto is now actively seeking a Kitchen Aide. The Kitchen Aide receives general supervision from the Community Programs Manager, and technical and functional direction from the Nutrition Site Supervisor. The Kitchen Aide exercises no direct supervision over staff. In the absence of the Nutrition Site Supervisor, the Kitchen Aide may provide technical and functional direction over and provide training to other staff.

This is an open competitive/ promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees.

IDEAL CANDIDATE: The ideal candidate will possess the following:

- Able to follow instructions when provided.
- Able to work independently with little to no direction.
- Demonstrates exceptional organization, time management, communication, and interpersonal skills.
- First Aid Certification and CPR Certification are highly desired.
- Bilingual is highly desirable.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- 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.
- Trains volunteers in work methods, use of service utensils and kitchen equipment and appliances, foods storage, and relevant safety precautions.
- Performs basic first aid, as necessary.

- Perform related duties as required.

QUALIFICATIONS:

Knowledge of: Principles and methods of quantity food preparation, cooking, serving, and storage. Care and use of food service equipment. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Safety and sanitation procedures relating to food preparation and serving. Principles and procedures of cash collection and handling. Nutritional goals of the City. Basic principles of record keeping and file maintenance. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. Modern equipment and tools used for business functions and program, project, and task coordination. Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to: Safely operate and/or handle kitchen tools and equipment. Train others in proper and safe work procedures. Practice proper food handling procedures and follow sanitation standards. Perform assigned duties in a fast-paced, demanding, time-limited service environment while maintaining composure and customer service standards. Establish effective working relationships with all Senior Center staff. Fluently speak and read other languages, is desirable. Understand and follow oral and written directions. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Kitchen Aide:

Education: Equivalent to graduation from the twelfth (12th) grade.

Experience: 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.

License and Certifications: License 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.

SELECTION PROCESS:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. The most qualified will be invited to a panel interview. Those that score the highest out of the panel interview will be advanced to department interviews. It is desired that the successful candidate begin employment as soon as possible.

Completion of the supplemental questions is a required part of the application and examination process. "See Resume" will not be acceptable as an answer to supplemental questions.

APPLICATION PROCESS:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please go to the Member Agencies tab, locate San Francisco/Peninsula, Under that select East Palo Alto. Or follow this link; <https://www.calopps.org/city-of-east-palo-alto>. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

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Additional inquiries about the position may be directed to Human Resources, dtulabing@cityofepa.org and cc: hr@cityofepa.org with subject line: Recruitment for Kitchen Aide or (650) 853-3152.

The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources

BENEFITS:

Union Membership: This position is non-exempt and subject to the overtime rules of the Federal Labor Standards Board and is part of the Service Employees' International Union group (SEIU).

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution. * Three (3) year average final compensation.
CalPERS New Members—2% @ 62 formula Employee pays 7.75% employee contribution. *
Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Holidays: 13 Paid Holidays per year

Bi-lingual Pay: Additional \$50 / pay period for those asked to translate in languages other than English in order to perform assigned job duties. The candidate will be required to pass a bilingual test.

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

Employee Assistance Program: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

ABOUT THE CITY: The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 31,500 with an area of 2.5 square miles.

**THE CITY OF EAST PALO ALTO
IS AN EQUAL OPPORTUNITY EMPLOYER**