

ISLAND SENIOR RESOURCES JOB DESCRIPTION

PROGRAM / DEPT:	Nutrition Program
TITLE:	Camano Assistant Cook / Meals on Wheels Coordinator
REPORTS TO:	Ken Silkett, Food Service Manager, Lead Cook
LOCATION:	Camano Center Kitchen
FLSA STATUS:	Part Time Permanent position
SCHEDULE:	Monday, Wednesday, Friday 6:30am – 3:00pm (1/2 lunch) 24Hrs/Wk
SALARY RANGE:	\$17 + / hour – depending on experience and qualifications
BENEFITS:	Sick and Vacation Leave, Life Insurance.
TO APPLY:	Send application or resume to debbiem@islandseniorservices.org or to camanokitchen@islandseniorservices.org
DEADLINE:	Open until filled, need to fill immediately

- Please carefully review this Job Description for minimum requirements and qualifications.
- For questions regarding the position or application you may call:
- Position will be a part of our Island County team. Kitchen is located on Camano Island at the Camano Center Kitchen, 606 Arrowhead, Camano Island.

ABOUT OUR ORGANIZATION

Founded in 1973, Island Senior Resources is the primary provider of resources for older adults in Island County. We provide an array of programs critical to the health and wellbeing of seniors, adults with disabilities, and their caregivers.

Our Mission: To provide resources that enhance the emotional, social, and physical well-being of seniors, adults with disabilities, and those who care for them.

Our Vision: Island Senior Resources envisions strong communities where seniors, adults with disabilities, and those who care for them are valued, heard and seen, cared for and about, afforded respect, treated with dignity, and supported to live their best life.

ISR is a 501c3 non-profit that partners with the community, local governments, and the Northwest Regional Council to deliver federal and state programs. For more information about our programs and services visit: www.senior-resources.org.

ISR is an Equal Opportunity Employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

POSITION SUMMARY

Senior Nutrition Program (also known as providing Home Delivered Meals, Meals on Wheels and Congregate Meals in the dining room setting) is a Washington State program designed to provide nutritious meals to older adults and those who care for them to prevent hunger and isolation of homebound seniors.

Our meal delivery service is designed to help individuals maintain independence in their own homes and communities for as long as possible, postponing, reducing, or eliminating the need for institutional care. Our

staff provide outreach, information, and assistance on services, products, opportunities, and resources that support the needs and goals of our clients.

Nutrition Services Meal Program is often a frontline for identifying if clients have additional needs. We provide a nutrition assessment and nutrition survey to identify nutrition high-risk individuals and engage underserved populations.

ESSENTIAL JOB FUNCTIONS

- Assists Lead Cook, as needed, with food preparation for the entrée, vegetables, and salads that accompany the meals.
- Assist with preparing hot Meals on Wheels trays for transport and frozen meals on wheels trays.
- Assist with serving congregate hot meals off steam table line for noon meal. (If re-opened)
- Assist with maintaining current stock: inventory, ordering, receiving, and putting stock away. Check in inventory when delivered.
- Data Entry assistance for Meals on Wheels recording as needed.
- Production and packaging of frozen meals for Meals on Wheels participants.
- Assist with maintaining cookbooks/ recipe books.
- Ability to standardize recipes, increase and reduce amounts/ portions.
- Maintains clean, neat, orderly workstation. Follow cleaning schedule.
- Follow food safety guidelines regulations.
- Assists with menu planning, new recipes with budgetary constraints in mind.
- Rotation of product and meals. First in – First out.
- Assist with answering phones and providing great customer service.
- Assist volunteers with updates / changes for Meals on Wheels concerns when meal site manager unavailable.
- Monitoring and maintaining proper food temperatures per Health Department Codes.
- Packaging of Frozen Meals.
- Organizing dishwash area, wash dishes as needed.
- Clean Steamers, steam table, and large cooking pots.
- Assist with laundry as needed.
- Prepare dining room set up when volunteers not available.
- Performs other duties as assigned by Lead Cook/Food Service Manager for Whidbey.
- Provides coverage for lead cook when needed.
- Other duties as assigned.

Education/Experience

- a. Quantity Cooking Experience preferred.
- b. Experience with spreadsheets, data entry, email, internet.

Knowledge, Skills, and Abilities:

All staff must have demonstrated skills commensurate with their job responsibilities at time of employment; or have the potential to achieve required skills and knowledge through training.

- Ability to manage several tasks at one time with repeated interruptions.
- Must have basic technology skills with the ability to learn new programs quickly and efficiently.
- Ability to operate standard commercial kitchen equipment including ovens, steamers, mixers, etc.
- Demonstrated ability to work both independently.
- Demonstrated ability to learn and master new information and responsibilities.
- Ability to maintain effective relationships with co-workers, volunteers, and community partners. .
- Ability to effectively communicate in difficult situations, including calming people, discussing unpleasant options, and dealing with emotional people.
- Ability to demonstrate respect, patience, tact, and good judgement when working with clients.
- Demonstrated ability to maintain client confidentiality.
- Must demonstrate cultural competency and sensitivity to the needs and values of diverse groups of people from all socioeconomic backgrounds.

Required

- Ability to lift 30 pounds regularly, up to 50 on occasion.

Preferred

- Familiar with standard software programs including Microsoft Office, internet, and email
- Knowledge of Food Safety Guidelines
- Knowledge of Food Preparation Techniques

Special Requirements

- Must have valid driver's license, reliable vehicle.
- Must have Food Workers Card or obtain within 3 weeks of hire date.
- Must pass a Washington State Patrol Criminal History Background Check every 2 years.
 - The information is used to determine the person's character and suitability to perform the position.
 - Individuals with disqualifying crimes as defined in RCW 43.43.830 and 43.43.842 cannot be hired.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work is performed in a kitchen environment, can be noisy, physical lifting, working w/sharp utensils, hot surfaces, hot ovens. The environment might include a shared workspace and can be fast paced with frequent interruptions meeting cooking time deadlines. Potential hazards might include working with hot ovens, sharp items, etc.

Sufficient mobility is required for the ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

EMPLOYEE BENEFITS SUMMARY

Updated: July 2021

Life Insurance

Employees who work 20 or more hours/week are eligible for life insurance at no cost to the employee.

AFLAC

Employees may choose to enroll in various supplemental policies through AFLAC. Cost varies with each policy.

Travel Reimbursement

Mileage for any required travel will be reimbursed at the current government mileage rate.

Cell Phone Stipend

Certain positions which require extensive travel or home visits will receive a \$25/month cell phone stipend.

PSLF

Island Senior Resources meets the Public Service Loan Forgiveness (PSLF) definition of a public service organization.

Sick Leave and Vacation Leave Accrual begins at hire date

Health Insurance

Employees who work 30 or more hours/week are eligible for health insurance.

Vision Insurance

Employees who work 30 or more hours/week are eligible for vision insurance through VSP.

*****Island Senior Resources does not offer retirement plans or dental insurance.**