



## JOB DESCRIPTION

<b>TITLE:</b>	<b>Nutrition Assistant - Relief</b>
<b>PROGRAM / DEPT:</b>	Nutrition / Social Services
<b>REPORTS TO:</b>	Director of Nutrition
<b>LOCATION:</b>	14594 SR 525, Langley, WA
<b>FLSA STATUS:</b>	Hourly, part-time
<b>SCHEDULE:</b>	On Call
<b>WAGE:</b>	\$16.28-\$18.51 per hour, DOE
<b>BENEFITS:</b>	Supplemental Insurance, Employee Assistance Program
<b>TO APPLY:</b>	Send your application and brief letter expressing your interest via email with "Nutrition Assistant" in subject line to: <a href="mailto:susan@islandseniorservices.org">susan@islandseniorservices.org</a> . Applications can be found on our jobs page: <a href="https://senior-resources.org/employment/">https://senior-resources.org/employment/</a> . For questions regarding the position or application you may call ISR at 360-321-1600.
<b>DEADLINE:</b>	<b>Until position is filled</b>

### POSITION SUMMARY

The Nutrition Assistant – Relief position is responsible for assisting Lead Cook/Food Service Manager with food service preparation for the congregate and home-delivered meals. This position is on call.

### ESSENTIAL JOB FUNCTIONS

- Assists Lead Cook, as needed, with food preparation for the entree, vegetables, salads, desserts, and portions desserts for the day's menu.
- Prepares vegetables, fruits, preparation for salads for home-delivered and congregate meal service.
- Assists with packaging hot Meals-on-Wheels trays for transport and frozen meals on wheels trays.
- Assists with serving congregate hot meals off steam table line for noon meal.
- Assists with maintaining current stock: inventory, ordering, receiving, and putting stock away.
- Assists with cleaning all kitchen areas.
- Standardizes recipes by increasing and reducing amounts/portions.
- Maintains clean, neat, orderly workstation by following cleaning schedule.
- Follows food safety guidelines regulations.
- Assists with answering phones and providing great customer service.
- Assists volunteers with updates/changes for Meals-on-Wheels when meal site manager is unavailable.
- Performs other duties as assigned by Lead Cook/Food Service Manager.

## **QUALIFICATIONS**

### ***Minimum Education/Experience***

- High school diploma, GED or equivalent.
- Experience in Quantity Food Production.

### ***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.
- Demonstrated ability to use industrial food service equipment.
- Demonstrated ability to develop and maintain effective working relationships with co-workers, and members of the general public using courtesy, tact, and good judgment.
- Demonstrated ability to follow recipes and adjust servings for needs/portions.
- Demonstrated ability to use knives, slicers, convection ovens, steam ovens, mixers, food processor, steam kettle, and other equipment as needed.
- Basic math skills for recipe conversions, meal site counts, portion size needs.
- Ability to work in busy, light quarters, stressful conditions with time constraints.
- Knowledge of and ability to follow food safety guidelines and regulations.

### ***Physical Demands***

- Standing for long periods of time.
- Exposure to high-pressure steam, open-flame gas, slicer, knives, and hot oven pans.
- Repetitive movements of upper extremities.
- Repetitive reaching or lifting heavy pans and other items above the shoulder.
- Frequent stooping or bending.
- Lifting or carrying a weight of 50 lbs. on occasion and 25 lbs. regularly.
- Lifting 30 lbs. above shoulder.
- Climbing stairs.
- Exposure to loud noise in kitchens, hot cooking equipment, and a busy kitchen environment.

### ***Special Requirements***

- Must have and maintain a current Food Handler's Permit Card.
- Must pass a formal criminal background check as required by RCW 43.43.830.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work is performed at the Bayview Kitchen. Available to work Mondays, Wednesdays, and Fridays as needed.



## **ABOUT ISLAND SENIOR RESOURCES & SENIOR THRIFT:**

**Island Senior Resources (ISR)** is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA. ISR is an independent nonprofit 501(c)(3) that has been serving Island County since 1972. Island Senior Resources is the trade name for Senior Services of Island County. We have diverse funding streams including from government sources, charitable foundations, corporations, private individuals and families, and the sales of goods and services. For more information about our programs and services visit: [www.senior-resources.org](http://www.senior-resources.org).

**Senior Thrift** is a fundraising project for ISR. Located in Freeland, Washington, we offer new and lightly used clothing, furniture, household goods, outdoor items, tools, crafts, books, jewelry, electronics, and children's items. Not only do we provide a sustainable recycling service to the community for these items, but we offer low-cost merchandise to islanders and visitors alike. [senior-resources.org/thriftstore/](http://senior-resources.org/thriftstore/)

**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, care for and about, afforded respect, treated with dignity, and supported to live their best life.

*"I believe in the value of Island Senior Resources; that's why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference. It's more than a job; I'm doing what I believe in."*

– long-time staff member

**Our Staff:** We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected, and a desire to learn and improve is encouraged.

Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.

**Equal Opportunity Statement:** Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We actively seek those with diverse backgrounds and lived experiences who might broaden/deepen our organization's range of perspective to better represent the communities we serve.