



POSITION: Food Service Worker  
FLSA: Non-Exempt  
DIVISION: Town  
REPORTS TO: Senior Services Nutrition Program Manager  
DATE: 1/2021

### **Job Summary**

The Senior Services Food Service Worker prepares and serves food to seniors who dine at the Senior Lunch Program and prepares meals for Home Delivered Meal Program. The Senior Services Food Service Worker is responsible for cleaning the kitchen and area, washing and sanitizing dishware, safely packaging and storing food, and cleaning the dining room as needed.

### **Primary Function and Responsibilities:**

1. Sets tables and serves food to seniors at the Senior Lunch Program.
2. Performs housekeeping tasks such as washing dishes, sweeping and mopping the floor, and taking the garbage out.
3. Completes information sheets for outgoing meals detailing what should be included with each meal.
4. Packs bags for drivers for the Home Delivered Meals Program.
5. Lifts and stores incoming packages and supplies.
6. Informs Food Service Staff Leader of needed program supplies.
7. Labels, organizes, and distributes free food giveaways.
8. Attends meetings and various training seminars and conferences as required.
9. Performs other duties as assigned.

### **Minimum Qualifications:**

#### **Education and Experience:**

High School Diploma or equivalent.  
At least one year of food service experience.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

**ServSafe Food Service Manager certification.**

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### **Material and Equipment**

- Kitchen appliances



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- Steam table

### **Knowledge, Skills, and Abilities**

#### **Knowledge of:**

- Packing foods and safe food handling.

#### **Skill In:**

- Maintaining effective working relationships with other employees.
- Communicating with Program participants.

#### **Ability to:**

- Keep area in clean and orderly condition.

#### **Physical Abilities:**

- Stand for extended periods.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.