



POSITION: Food Service Worker
FLSA: Non-Exempt
DIVISION: Senior Services
REPORTS TO: Nutrition Program Manager
DATE: 04/2022

Job Summary

The Senior Services Food Service Worker prepares, packages, serves and/or delivers meals to older adults who participate in the Senior Lunch Program. The Senior Services Food Service Worker is also responsible for maintaining the kitchen and dining service area, washing and sanitizing dishware, safely packaging, and storing food. In addition, the Food Service Worker assists with daily Well-Being calls to participants.

Primary Function and Responsibilities:

1. Prepares, serves, and/or delivers meals to older adults in the Senior Lunch Program.
2. Prepares, organizes, and distributes meal bags for participants in the Home Delivered Meals Program.
3. Assist with daily (Mon-Thurs) Well-Being calls to Home Delivered Meal participants
4. Maintain volunteer driver clipboards efficiently (signage, door hangers, flyers, and working pen)
5. Assist with compilation and distribution of weekly participant newsletters, calendars, activity programs, and monthly donation letters for congregate/pickup and home delivered meal participants.
6. Maintain and setup supplies (clipboard, congregate forms, donation box, signage, tent/tables, when necessary) for Congregate/Pickup participants
7. Label, organize, and assist with distribution of shelf stable meals
8. Distribute and record Dine out Coupon, Farmer Market coupons, and Shelf Stable participants
9. Maintain efficient inventory of kitchen and cleaning supplies. Advise Nutrition Program Manager of supply needs.



POSITION: Food Service Worker
FLSA: Non-Exempt
DIVISION: Senior Services
REPORTS TO: Nutrition Program Manager
DATE: 04/2022

10. Performs housekeeping tasks such as set up/breakdown of service area, washing dishes, sweeping and mopping the floor, and taking the garbage out as needed.
11. Attends meetings and various training seminars and conferences as required
12. Assist with activity program setup
13. Assist as Driver to Senior Services Home Delivered Meals Driver
14. Must have valid Driver's license.
15. Performs other duties as assigned.

Minimum Qualifications:

Education and Experience:

High School Diploma or equivalent.
Minimum 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 position may be considered.

License(s) and Certification(s):

ServSafe Food Service Food Manager certification
Valid Driver's License

Material and Equipment

- Kitchen appliances
- Steam table, cambro, oven

Knowledge, Skills, and Abilities

Knowledge of:

- Packaging of foods and safe food handling.
- Effective communication with all team members
- Contribute to a positive work environment, with focus on teamwork
- Familiarity with Oak Park/River Forest area (streets)



POSITION: Food Service Worker
FLSA: Non-Exempt
DIVISION: Senior Services
REPORTS TO: Nutrition Program Manager
DATE: 04/2022

Skill In:

- Maintain efficient, welcoming, and positive communication with participants, staff, and volunteers.
- Keep area clean and in safe working condition.
- Ability to maintain a safe driving record as demonstrated by the Motor Vehicle Record (MVR)
- Maintain professional composure and take action when confronted with difficult situations.

Physical Abilities:

- Stand for extended periods, walk meals to/from client's home, climbing stairs
- 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.

Modifications to this job description are expected due to COVID-19 updates. Review of the job description will be made on an bi-annual basis with the employee.