



DIETARY AIDE/FOOD TRUCK ASSISTANT

REAL Services, Inc

Department: Nutrition

Reports to: Director of Nutrition/Transportation

FLSA Status: Non-Exempt (full-time)

Updated by: George Hawthorne, 5-1-19

Approved by: Becky Zaseck, 5-1-19

JOB SUMMARY

This full-time hourly position is responsible for assisting the Prep Cook in cold food preparation for the Congregate, Meals on Wheels, Food Truck and Catering Programs. Hours: Flexible hours depending upon need 7:00 a.m. until 2:30 p.m. (hours will vary with some weekends and evenings).

ESSENTIAL DUTIES include the following, other duties may be assigned:

- Prepping and Stocking items for the Food Truck
- Driving Food Truck
- Setting up, selling and preparing food/supplies for the Food Truck
- Cashier- Taking orders and payments
- Assist in preparing all cold foods
- Help set up and tear down volunteer lunch area
- Assist on hot food line
- Prep food for next day (Jello, pies, cakes, salads, etc)
- Bag milk
- Clean and sanitize Food Truck and all prep areas daily
- Clean refrigerator weekly

RESPONSIBILITIES

This position is responsible for daily activities for the Food Truck and assisting with the preparation of Meals on Wheels sack lunches for the Meal Program clients. Food must be handled in a sanitary fashion to prevent contamination causing clients to become ill. Driving the Food Truck to locations, setting up, handling orders, food preparation and cleaning the Food Truck. Bagging milk to be sent out to the clients making sure that the proper amount of milk is readied. Cleaning the cold food preparation daily making sure to sanitize all work surfaces before and after food preparation. This is done to eliminate cross contamination. Cleaning of the refrigerator weekly. Notifies the Purchasing Coordinator or the Director of food shortages or unsuitable foods.

This position may be funded through REAL Services Food Truck and Nutrition Programs.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of State Health Department Regulations
- Ability to lift institutional packaged food and supplies
- Knowledge of bulk food preparation
- Knowledge of driving laws
- Knowledge of commercial Kitchen Equipment

DIFFICULTY OF WORK

The position requires knowledge of food preparation and the ability to adjust food product to fit various dietary diets. Specific recipes should be followed to maintain consistency.

PERSONAL WORKING RELATIONSHIPS

- With Kitchen and Office staff
- With Volunteers
- With the General Public

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually standing most of the day. Lifting of institutional food products and supplies are usual. Safety must be adhered to when working with kitchen equipment.

CONDITIONS OF EMPLOYMENT

- Must have Current Valid Drivers License
- Must have clean driving record.
- Successful candidate must submit to a pre-employment drug screening and a limited criminal history check.
- This position has a 6 month probationary period.

Employee Signature
(Date)

(Date)

Supervisor Signature

(Date)