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### **Division of Aging**

**Job Title:** Food Preparation Worker

**Starting Salary:** \$12.56 per hour

**Status:** Part-Time no benefits

**Closing Date:** May 18, 2017

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### **The Opportunity**

Performs a variety of food service tasks for the Senior Nutrition Program at the Senior Centers. May assist at other senior centers in Tooele County, may assist in the delivery of Meals on Wheels. Responsible for quality control and assurance of safe food preparation and service in accordance with Federal, State and Local guidelines. Will provide safe, quick, effective, and pleasant meal service to senior citizens. Responsible to prepare some food items for daily lunches, breakfasts and Friday night dinners. Responsible for carrying food supplies, equipment, and utensils to and from the facility where meals are prepared.

### **Minimum Qualifications**

- High School diploma or GED equivalent
- *And*
- (1) One year of general responsible work experience
- *And*
- Must have a valid Utah Driver's License. Must have a Food Handler's Permit

### **Required Knowledge, Skills & Abilities:**

Ability to prepare foods for special diets, individuals and large groups. Ability to develop effective working relationships with co-workers, supervisors, and the public and work in a team atmosphere. Communicate effectively with the public and provide courteous service to customers. This category involves frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with standing, bending, twisting, or working on irregular surfaces or at heights above the ground.

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For a complete job description or an on-line application please visit

<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to

**Tooele County Human Resource Office, Rm 308**

47 South Main Street, Tooele

Or email application and resume to [tadams@tooeleco.org](mailto:tadams@tooeleco.org)

EEO Employer

## TOOELE COUNTY

### Job Description

<b>Title:</b>	<u>Food Preparation Worker</u>	<b>JOB CODE:</b>	<u>609</u>
<b>Division:</b>	<u>Aging</u>	<b>EFF. DATE:</b>	<u>6/6/16</u>
<b>Department:</b>	<u>Health</u>	<b>GRADE:</b>	<u>12</u>
<b>EEO Class:</b>	<u>Service &amp; Maintenance</u>	<b>FLSA:</b>	<u>Non-Exempt</u>
<b>Workers Comp.:</b>	<u>County</u>	<b>CDL:</b>	<u>Not Required</u>

### **GENERAL PURPOSE**

Performs a variety of food service tasks for the Senior Nutrition Program at the Senior Centers. Responsible for food preparation work, meal service and food inspection, and cleaning dishes and utensils. Will provide safe, quick, effective, and pleasant meal service to senior citizens.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Lead Cook and the general supervision of the Aging Services Director.

### **SUPERVISION EXERCISED**

Assists in supervision of volunteers assigned to the kitchen.

### **EXAMPLES OF DUTIES**

#### ESSENTIAL JOB FUNCTIONS:

Responsible for serving food to seniors at the assigned senior center. May assist at other senior centers in Tooele County, may assist in the delivery of Meals on Wheels. Responsible for quality control and assurance of safe food preparation and service in accordance with Federal, State and Local guidelines.

Responsible to prepare some food items such as items for daily lunches, breakfasts and Friday night dinners. Tasks will be performed to prepare foods including:

- Wash, peel, and/or cut various foods to prepare for cooking or serving.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.
- Cut, slice and/or grind meat, poultry, and seafood to prepare for cooking.
- Mix ingredients for food items such as green salads, molded fruit salads, vegetable salads, and pasta salads.

Responsible for carrying food supplies, equipment, and utensils to and from the facility where meals are prepared.

Removes trash and cleans kitchen garbage containers.

Responsible for cleaning work areas, equipment, utensils, dishes, and silverware. Will load dishes, glasses, and tableware into dishwashing machines.

Assists in ordering all food and non-food supplies and conducting a weekly inventory.

Assist kitchen staff with various tasks as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

High school graduate or GED equivalent

AND

One (1) year of general responsible work experience

AND

Must have a valid Utah State Driver's License and a clean driving record. Must possess a Food Handler's permit.

### **2. Required Knowledge, Skills and Abilities:**

Working knowledge of industrial kitchen and large group cooking practices.  
Ability to prepare foods for special diets, individuals and large groups.

Ability to develop effective working relationships with co-workers, supervisors, and the public and work in a team atmosphere. Have a positive attitude towards Senior Citizens and Tooele County and get along well with the Public.

Communicate effectively with the public and provide courteous service to customers.

Must be familiar with food service safety, food service regulations, health regulations, and proper sanitation practices.

Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months. Must be able to keep client confidentiality. Must successfully pass a background check and a pre-hiring drug screening and continuous random drug screening if in driver's pool.

### **3. Physical Requirements and Working conditions:**

The physical demands 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. Working conditions conform to the usual indoor kitchen environment.

This category involves frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces and standing for long periods. This category involves regular walking, reaching, pushing, pulling, kneeling, crouching, balancing, stepping up. This category requires strength and dexterity needed in fingers, wrists, hands and arms to be able to perform large and minute hand eye coordination skills with kitchen tools and service tools. This category involves repetitive work in hand dexterity.

If assisting in driving of meals on wheels the further requirements must be met and working conditions conform to the usual outdoor and driving environment. May require sitting for long periods of time. This in conjunction with carrying, lifting, pushing and balancing delivery bags and meals. This category involves frequent work in weather conditions that may not be ideal, heat, cold, rain, snow and wind.

## **OTHER QUALIFICATIONS**

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- thoroughness, planning and organization, neatness and accuracy.
- learning and knowing all phases of the job; recognizing and solving routine problems; knowing the office policies, systems and services.
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work.
- being able to perform new duties, adjust to new situations, and control of self under pressure.
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- making decisions; studying and considering all facts; using common sense.
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- being friendly, helpful and showing self-control.
- being punctual in attendance.
- being professional in dress and manner; showing good housekeeping of the general work area.

**Approved:**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Commissioner

**New Employee Certification of Receipt of Position Description**

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department.

Employee's Signature

Date