**Position:** Senior Nutrition Program Kitchen Assistant  
OhioMeansJobs Post #207386133

**Job Description:**
Ashtabula County Community Action Agency is looking for a Part-time Senior Nutrition Program Kitchen Assistant.

**GENERAL RESPONSIBILITIES:**
Works with the SNP Kitchen Manager and SNP Coordinator to deliver SNP services in accordance with the Agency mission. Supports the operations of an efficient kitchen, providing high quality meals in accordance with established standards of nutrition, health and sanitation.

**DUTIES AND RESPONSIBILITIES:**
1. Assists with compiling orders for food and non-food supplies from vendors.
2. Assists with maintaining inventory of food and non-food supplies, equipment and prepared meals.
3. Reviews invoices for accuracy of ordered and delivered food, non-food supplies and equipment.
4. Assists with the development and testing of standardized recipes and portion control methods including weighing of meal components.
5. Helps to ensure that high quality nutritious meals are prepared following standardized recipes.
6. Helps to ensure timely meal preparation and packaging for food delivery and meal service.
7. Helps to prepare foods for special events.
8. Collects accurate meal and participant counts.
9. Adheres to sanitation and safety procedures in accordance with ServSafe, local health department and funding source regulations.
10. Follows routine cleaning and maintenance schedules for the kitchen and equipment including washing dishes, sweeping and mopping floors.
11. Helps to ensure quality service delivery to customers and helps to resolve customer issues and/or concerns.
12. Substitutes for staff members as needed.
13. Compiles with all food, sanitation and physical safety issues related to the Senior Nutrition Program and ACCAA. Reports all safety incidents/concerns as required.
14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality as required by ACCAA and funding sources.
16. Performs other duties as assigned.

**Desired Skills:**
Ideal candidate will possess a degree in the field of food service management and/or possess 3 years of equivalent work experience. Candidates with degrees in other fields or work experience may be considered. Must possess leadership skills and the ability to work independently and in a team environment. Must possess excellent computer skills. Must have knowledge of or ability to effectively learn all necessary computer software and database programs.

Candidate must demonstrate ability to work with Seniors, low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver’s license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, perform repetitive motion with hands and arms, and lift up to 80 lbs. Tasks may also involve continuous standing, walking, and crouching to retrieve items from lower areas up to higher areas in the kitchen and storage areas. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.

**How to apply:**
Interested persons may apply mail:
3225 Lake Avenue, Ashtabula, Ohio 44004

**OPEN DATE**
4/19/19

**CLOSE DATE**
5/19/19

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

(Attachment #2)

Thank you and best of luck
OhioMeansJobs Ashtabula County

Like us on Facebook. Follow us on Twitter.