

# **Northfield Township Community Center**

## **Senior Nutrition Program Assistant**

The primary focus of this position will be to assist in coordinating and running the Senior Nutrition Program at the Northfield Township Community Center.

### **SUMMARY:**

This position will work under the supervision of the Community Center Director. This position will help make sure that meals are safely provided to Senior Nutrition Program congregate meal and home delivered meal participants. They will ensure a smooth process and comfortable dining experience for all participants.

### **Responsibilities include the following:**

1. Prepare the dining area for meal service.
2. Register new participants.
3. Preparing and monitoring the daily sign-in sheet, reservation sheets and the donation mechanism.
4. Monitor and record the temperature of the food throughout the meal time.
5. Make sure that food is being heated properly and that the appropriate number of meals has been delivered.
6. Assist participants as needed.
7. Portion and serve congregate meals.
8. Portion and pack home delivered meals for delivery.
9. Review and distribute route sheets and meals to drivers.
10. Ensure that each driver has the correct number of meals to be delivered.
11. Serve congregate meals.
12. Clean dining area and leave it orderly and neat.
13. Clean all tables, dishes and utensils used according to the Michigan Food Code.
14. Order meals and supplies for the next meal.
15. Adhere to all guidelines, policies and procedures of the Washtenaw County Senior Nutrition Program and Northfield Township.
16. Adhere to all guidelines, policies and procedures of Northfield Township.
17. Perform related duties as assigned.

The above statements are intended to describe the general nature of and level of work being performed by the employee. They are not to be construed as an exhaustive list of all job duties of this position.

## **GENERAL INFORMATION**

### **Education/Experience:**

The qualified candidate must have excellent customer service and communication skills, high level of integrity, and ability to work in a fast paced environment. Must be an independent, self-starter with the ability to exercise independent judgment and prioritize. Basic computer and math skills, attention to detail, and a willingness to learn are also essential. General knowledge or previous experience with food service is preferred, but not required. Previous experience working with the public and with senior citizens in particular is also preferred.

**Required:** Valid driver's license; Safe driving record.

**Hours:** 17 hours per week.

**Benefits:** None.

**Salary:** \$13.85 per hour.