

# Congregate Dining Food Aide

## Job Description



**Reports To:** Director of Meal Distribution & Volunteers

**Salary Range:** \$14.50 to \$14.70/hour

**Approved By:** Executive Director

**FLSA Status:** hourly; Varies 3 to 4 hours/site

**Monday through Friday:** various times

**Date Developed/Updated:** January 2023

**Summary:** The Congregate Dining Food Aide works to provide a warm, nutritious meal and social opportunities for program participants at congregate dining sites in Albany County.

**Essential Duties and Responsibilities** include, but not limited to, the following:

- Responsible for completing all on-site food preparation – primarily warming and finishing prepared food.
- Transports prepared foods and necessary supplies from Warren Street kitchen to congregate meal site.
- Assures all meals conform to portion control guidelines and are presented appealingly.
- Verify and record temperature readings as stipulated in the county contract.
- Sets up, serves beverages and food as needed, and cleans up following service.
- Complies with all food handling and sanitation practices and procedures as governed by law.
- Maintains proper cleaning and sanitation of workstations/equipment and other assigned areas.
- Notifies supervisor of issues relating to food quality, quantity and/or equipment.
- Quickly shifts roles to assist with any high-priority task as assigned.
- Interact with the program participants in a friendly and positive manner.
- Seeks and implements ways to eliminate waste, reduce cost and increase revenue.
- Serves as a positive spokesperson for the agency on and off the job.
- Actively works to help create a friendly, professional and positive work environment.
- Provides staff support to agency-wide initiatives or projects as the manager or Executive Director requests.
- Reports any violations of policies, unethical behaviors, misuse of LifePath property or suspected mistreatment (even rude treatment) of seniors and fellow employees to the supervisor or ED.
- Attends Annual Fire Safety In-Service, and other trainings as requested.
- Performs all other duties as requested by the supervisor or ED.

To perform this job successfully, an individual must demonstrate the following competencies:

**Education and/or Experience** –High School Diploma or equivalency required. Current, valid driver’s license along with a minimum 1 year of driving experience. Exceptional customer service skills, a positive attitude and enjoy working with seniors is desired. Must be able to lift or move up to 25 pounds.

**Interested Applicants** may submit a resume to [vstanton@lifepathny.org](mailto:vstanton@lifepathny.org) or visit [lifepathny.org/employment](http://lifepathny.org/employment) or call 518-465-3322 to obtain an application.

LifePath is an equal-opportunity employer.