

Congregate Dining Food Aide

Job Description



Reports to: Director of Meal Distribution & Volunteer Services

LSA Status: hourly; Varies 8-25 hrs. per week

Salary Range: \$15.75 to \$16.00/hour

Monday through Friday: various times

Approved by: Executive Director

Date Developed/Updated: December 2023

Summary: The Congregate Dining Food Aide provides a warm, nutritious meal and positive social interactions for older adults in our community.

Essential Duties:

- Gathering all food items and supplies required for that day's meal from the Meals on Wheels kitchen and transporting them to the assigned meal site
- Setting up all warming/cooling equipment at the meal site and keeping all foods at the required temperatures until they are served
- Plating each meal ensuring that it conform to portion control guidelines and is presented in an appealing manner
- Making sure that all food is handled in a safe and sanitary way by following food handling and sanitation practices set forth by the Department of Health and the Department of Aging.
- Keeping the meal site's kitchen and equipment clean and sanitized.
- Interacting with the site volunteers and diners in a friendly and positive manner.
- If using a Meals On Wheels vehicle, treating the car assigned to him/her with care, assuring that all equipment, food and other debris is removed at the end of the route and that the car is clean and ready to be used to transport individuals, if need be.
- Adhering to all traffic rules and regulations; exhibiting safe driving habits
- Performing other duties assigned by the Director of Meal Distribution and Volunteer Services or the Executive Director

Qualifications and/or Experience:

- High School Diploma or equivalency required.
- Current, valid NY State Driver's License along with a minimum 1 year driving experience, required
- Friendly with a positive attitude and enjoy working with seniors
- Ability to frequently get in and out of a car, manage stairs and lift 15-20 lbs