



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** Meal Service Assistant  
**Dept./Division:** Social Services Division  
**Unit:** Senior Center Program  
**Job Family/Class:** Food Service Series  
**Supervised By:** Food Services Supervisor  
**Employee Type:** Hourly  
**Pay Grade:** 8

### **NATURE OF WORK:**

The incumbent follows written and verbal instructions, maintains a clean and sanitary environment and provides courteous customer service. The Old Pascua Kitchen Meal Service Assistant provides routine assistance in preparing meals and snacks and setting up, cleaning, and sanitizing food preparation and service areas; packages and delivers meals to seniors. This position works mainly at a satellite kitchen in the old Pascua community.

### **ESSENTIAL FUNCTIONS:**

- Assist in cooking and preparing meals, including breakfast as needed for the planned menu.
- Ensures that all food items are prepared fresh and served at proper temperatures using Food Handlers guidelines.
- Clean cafeteria and/or kitchen areas, which includes: wiping down tables, placing trays in the proper location, picking up trash, sweeping and mopping floors, loading dishwashers cleaning refrigerators and freezers, cleaning ovens, putting garbage cans in proper locations, sanitizing and cleaning towels, putting up benches, and/or performing other related duties.
- Prepare packaged meals for delivery.
- Required to transport elders, meals, and supplies.
- Monitor supplies and materials needed to provide meal services to the Old Pascua Senior Community.
- Assist the Food Service Supervisor by ensuring nutritional requirement instructions for the seniors in the community are submitted.
- Work with the community case managers and health providers to alert staff of changes in the physical and mental condition of the seniors who are participants in the meal service.
- Provide efficient service to the elders.
- Assist with greeting guests and answering phones as needed.
- Perform other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Food safety and sanitation standards and guidelines;
- USDA rules and regulations;
- Nutritional standards pertaining to the elderly;
- Cooking materials and ingredients;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Basic reading and math;
- Food and menu preparation;
- Follow written and verbal instruction;
- Ability to work independently with little or no on site supervision;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

High School Diploma or GED; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**And**

- Food Handler Card is require, or must be able to obtain within three (3) months of hire.
- CPR and First Aid Certifications, or must be able to obtain within three (3) months of hire.
- Trilingual English/Spanish/Haiki is preferred.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's License.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing.

**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

\_\_\_\_\_  
Department Head and/or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date