

**CITY OF NORTH OLMSTED
PART-TIME TITLE III-C NUTRITION AIDE
SENIOR CENTER**

The City of North Olmsted Senior Center is seeking a Part-Time Title III-C Nutrition Aide. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

JOB DESCRIPTION

GENERAL DESCRIPTION:

Under general direction of Senior Center Administrator, Title III-C Program Manager, or Director of Planning and Community Development, performs routine kitchen and dining room functions related to the North Olmsted Senior Center's congregate meal program; etc.

QUALIFICATIONS: An example of acceptable qualifications:

High school or GED equivalent supplemented by some experience working in food service or working with seniors preferred; or any combination of training, education, or experience which provides the desired knowledge, skills and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

May possess a valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Kitchen equipment such as a convection oven and stove; personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office and kitchen environment (bleach, sanitizer, toner, correction fluid, etc.). Must have the ability to lift containers of food and milk (lifting trays of food from the oven to the warming table). The employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Receives, stores and serves food; ensures proper food temperatures; ensures that meals are served in accordance with portion control guidelines provided by WRAAA; etc.
2. Ensures that food safety standards and sanitation guidelines are followed in kitchen and dining room areas; etc.
3. Assists in effort to maintain adequate inventory of food and catering supplies; orders supplies; etc.
4. Prepares dining room for meal service; monitors volunteers working in the kitchen and dining areas; etc.
5. Complies with all other standards of Western Reserve Area Agency on Aging; assists the Title III-C Program Manager; etc.
6. Must be able to attend Cuyahoga County Board of Health training as required by WRAAA.
7. Must be able to attend all mandatory Western Reserve Area Agency on Aging meeting that pertain to this position.
8. Maintains required licensures and certification.
9. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City, department, and division goals and objectives;* City, department, and division policies and procedures;* community resources and services; marketing; food service; food safety; basic supervision principles; inventory management.

Skill in: Kitchen equipment operation such as; convection oven and stove. Computer operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; compile and prepare reports; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints.

POSITIONS DIRECTLY SUPERVISED:

None

Starting Salary Range

\$8.80 per hour - \$9.04 per hour