



Driver/Kitchen Assistant

FLSA Status: Non-Exempt

Created: 5/2023

Safety Sensitive: Yes

Last Revised: 5/2023

DEFINITION: Under direct supervision, performs work in the operation of a passenger bus and/or passenger vehicle by ensuring the safe and efficient transportation of seniors and/or homebound meals along predetermined, scheduled routes or to special events. Assists other kitchen personnel in performing basic food preparation duties. Also assists in cleaning food preparation areas, dining areas, and associated equipment as required.

DISTINGUISHING CHARACTERISTICS: This is an entry level position. Incumbents perform a variety of food preparation and kitchen and dining area cleaning assignments as well as transportation assignments and duties.

ESSENTIAL FUNCTIONS:

1. Delivers meals in individual trays to designated homebound clients.
2. Monitors temperatures of hot and cold food daily at the beginning and end of the route to assure compliance with required food safety standards.
3. Transports all passengers in a safe and courteous manner to various locations including but not limited to medical appts, grocery shopping, post office, etc.
4. Maintains passenger and vehicle maintenance logs for all trips.
5. Performs minimal vehicle maintenance including fueling and safety checks and advising Director on necessary annual maintenance including tire pressure, oil changes, and tune ups.
6. Assists other kitchen personnel in day-to-day kitchen operations and meal preparations including washing, slicing, chopping, grating, and peeling fruits, vegetables, meats, cheese, and other food items.
7. Assists other kitchen personnel in preparing all types of food in quantity, paying particular attention to quality of food prepared and services provided.
8. Cleans food preparation areas, dining areas, and associated equipment.
9. Assists with maintaining inventory and ordering supplies as needed by other kitchen personnel.
10. Operates various types of powered kitchen equipment such as choppers, slicers, mixers, and dishwashers according to established health and safety procedures.
11. Serves food by placing predetermined portions on trays or in insulated containers.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Safe driving practices;
- Recordkeeping practices;
- Food preparation methods and procedures;
- Dining hall set-up;
- Fire and safety hazards related to food preparation, meal service, and operation of kitchen equipment;
- Health and sanitation regulations pertaining to food preparation; and

- Cleaning agents commonly used in sanitizing kitchen areas, dishes, utensils, and equipment.

Skill to:

- Operate various types of standard powered kitchen equipment such as choppers, slicers, mixers and dishwashers; and
- Read, write, and follow oral and written instructions.
- Operate a passenger bus observing legal and defensive driving practices.

Ability to:

- Make simple arithmetical calculations to extend recipes;
- Clean kitchen/dining areas including sweeping, mopping, and vacuuming floors;
- Serve meals using established portion control; and
- Follow recipes and food preparation directions.
- Ability to listen to and communicate well with elderly persons.

Required Certifications and Licenses:

- Must hold a valid Nevada Drivers License.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

One year of experience in food preparation and service.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and ability to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Dexterity and coordination to handle various types of kitchen equipment. Ability to comprehend verbal orders and instructions. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Strength and ability to lift up to 50 pounds at times.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed