

# JOB POSTING 10/4/2024



TOWN OF  
*Ogden*  
COUNTY OF MONROE  
STATE OF NEW YORK

## Part Time Nutrition Program Kitchen Helper Parks and Recreation Department

Part Time, Non-Exempt

Hourly wage: \$15.00 - \$15.52 per hour

Expected hours: Monday, Wednesday and Friday 10:30am-2:30pm

This is an entry level laborer position involving a variety of routine and light manual labor tasks to assist with the Nutrition Program. The employee reports directly to and works under the general supervisor. Performance of all activities must comply with Monroe County Office for the Aging and County Food handling guidelines.

### **TYPICAL WORK ACTIVITIES INCLUDE BUT NOT LIMITED TO:**

- Before beginning food prep for the day, wash all food preparation surfaces with (1) soap and warm water and (2) bleach and water with correct Ph
- Portion all desserts (pies, cakes, puddings, etc), following the ABVI portion size instructions. Plate up for serving; place on serving trays; cover with plastic wrap; transport to dining room.
- Wash all fresh fruit according to MCOFA guidelines. Portion fresh fruit as needed.
- Portion salads; place on trays, cover with plastic wrap; transport to dining room.
- Cook vegetables for the day. Drain. Using the serving cart, transfer to steam table holding tray.
- Take plates for lunch service to the dining room and place on back shelf of steam table. Use the serving cart to transport.
- Assist the nutrition aide in serving lunch, following portion sizes indicated by MCOFA/ABVI.
- Using the service cart, take dirty steam table bins to the kitchen. Take dirty dish cart to the kitchen.
- Wash dishes, silverware, pans, and accessories according to established guidelines. Sterilize as appropriate; dry; return to storage.
- Leave kitchen area in readiness for following business day.
- Organize cupboard space
- Clean kitchen refrigerator. Discard outdated food.
- Replenish supplies from supply room-dishsoap, gloves, hairnets, plastic wrap, etc.

### **KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- ability to provide good customer service experience for our senior citizen population
- ability to follow oral and written instructions;
- ability to perform manual labor;
- ability to establish good working relationships with others;
- ability to work in all weather conditions;
- familiarity with working in food service is a plus

### **MINIMUM QUALIFICATIONS:**

- Must be legally eligible to work in the US.
- Able to obtain the L1 Food Manager certification within 3 months of start date
- Able to meet the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting up to 30 pounds.

Apply online at [www.ogdenny.com](http://www.ogdenny.com) or paper applications are available from the Receptionist at Ogden Community Center, 269 Ogden Center Rd., Spencerport, NY 14559. Contact [Personnel@ogdenny.com](mailto:Personnel@ogdenny.com) with any questions.

The Town of Ogden is an equal opportunity employer and is committed to diversity and inclusion in our workforce. We welcome candidates of all backgrounds to apply.