

NUTRITION AIDE

Code No.: 6-14-003
Competitive*

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for heating and serving food and related duties in a Nutrition Center for senior citizens. This position is not responsible for food preparation. Employees must obtain a valid food worker Level I (Food Handler in Charge) or Level II (Food Worker) Certificate approved by the Monroe County Health Department during the probationary period or be separated from the position. The employee reports directly to, and works under the general supervision of a Recreation Supervisor or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares kitchen area for daily food services;

Heats prepared and packaged meals delivered to the center;

Prepares beverages;

Serves food in accordance with established procedures;

Cleans kitchen equipment, utensils and food preparation area;

Washes silver, china, glassware, and kitchen utensils;

Cleans trays, tables and chairs;

Cleans kitchen and dining room area;

Freezes packaged meals for future use;

Records amounts of frozen meals and paper products on hand;

Orders weekly meals;

Orders monthly kitchen paper supplies;

Completes accident reports;

Handles the daily meal and dollar count;

Removes refuse from facility;

Directs and recruits volunteers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the proper methods of heating, freezing, and serving food; good knowledge of the care and use of china, silver, glassware, and kitchen utensils; good knowledge of the use and application of cleaning agents used in food preparation and serving work areas; ability to follow simple oral and written directions; ability to serve food with proper regard to sanitary principles; ability to deal effectively with senior citizens; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of an equivalency diploma; OR,
- (B) Completion of the eighth grade plus one (1) year paid full-time or its part-time equivalent experience in food service work; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Must obtain a valid food worker Level I or Level II Certificate approved by the Monroe County Health Department during the probationary period.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: December 20, 1979
REVISED: March 25, 1982
REVISED: February 18, 1993
REVISED and Title Changed: June 15, 2017
Formerly: Nutrition Aide-Part-Time

*Approved in the non-competitive jurisdictional class for all towns by the New York State Civil Service Commission on May 15, 2018.