

# **CITY OF HUTCHINS**

## **Kitchen Staff**

### **JOB DESCRIPTION**

**JOB TITLE:** Kitchen Staff

**FLSA:** Non-Exempt

**PAY GROUP:** 4

**EEOC CATEGORY:** Service Maintenance

#### **GENERAL SUMMARY**

To perform food preparation at the City's senior center, including cooking, baking, and serving meals at senior center facility. Washes dishes and cleans kitchen equipment and maintains sanitation standards.

#### **SUPERVISION**

General supervision is provided by the Senior Center Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Make weekly shopping trips for food and supplies.

Assists with food orders, food order shipments, and with the monthly inventory of kitchen supplies.

Prepares daily lunch meals for senior citizens.

Presents food in an appealing manner.

Serves food to patrons.

Performs cleaning duties, including washing dishes, cleaning kitchen, and cleaning of other common areas in the facility.

Responsible for dining room preparation.

#### **OTHER DUTIES AND RESPONSIBILITIES**

Perform all other duties as assigned.

#### **MINIMUM JOB REQUIREMENTS**

## ***Kitchen Staff***

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### **EDUCATION**

High School Diploma or GED.

### **EXPERIENCE**

None required.

### **LICENSES AND CERTIFICATES**

None required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Operation of kitchen equipment.

Needs and problems of the elderly.

Safety standards and sanitation and health standards.

Knowledge of safe food handling practices.

#### **Skill in:**

Preparing meals.

#### **Ability to:**

Understand and follow verbal and written instructions.

Complete routine and repetitive tasks.

Interact with staff, senior citizens, and the general public positively and pleasantly.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-15 pounds). Tasks involve extended periods of time standing.

**Sensory Requirements:** Tasks require the ability to perceive and discriminate sounds. Tasks require visual perception and discrimination. Tasks require oral communications ability.

**Environmental Factors:** Tasks are occasionally performed with exposure to adverse environmental conditions.

***Kitchen Staff***

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City Administrator.