

VACANT POSITION ANNOUNCEMENT- To apply for this job announcement you must fax a resume, references and proof of the highest level of education you have received to 586-469-7839 or mail/drop off to Macomb County Community Services Agency, Senior Nutrition, 21885 Dunham Road, Suite 10, Clinton Township, MI 48036.

CLASSIFICATION TITLE: Site Supervisor/Kitchen Aide Substitute

DEPARTMENT: Macomb County Community Services Agency

SALARY RANGE: \$7.29/hr to \$8.58/hr (2004 Range)

CURRENT HOURS AND STARTING TIME: Part-time **GRANT FUNDED** (up to 25 hours per week) positions; the starting time for these positions currently varies.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, plans the activities and serving of meals to the Senior Citizen Nutrition program participants in the absence of the Site Supervisor/Kitchen Aide; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Recruits volunteers from site when assistance is needed.
- Ensures compliance with established health, sanitary and safety regulations.
- Prepares serving and dining area for meal service; cleans serving and dining area after meal service.
- Checks quality and quantity of food upon arrival at site.
- Utilizes and operates steam table, coffeepots, electrical heating units that maintain temperature of food, refrigerator, stove and an oven.
- Lifts and carries supplies and equipment that weigh up to 35 pounds.
- Maintains food in appropriate containers to assure proper temperature until meal is served; records food temperatures.
- Prepares home delivered meals and assists in distribution to volunteers.

ESSENTIAL FUNCTIONS (continued):

- Serves meal with proper utensils to guarantee portion control.
- Cleans and keeps supply cabinets and closets in orderly fashion.
- Interacts with participants who attend site.
- Orders and maintains inventory of supplies as needed.
- Maintains and submits accurate records of all necessary documentation.
- Attends staff meetings, in-services and trainings as scheduled.
- Operates an automobile while performing assigned duties.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.
- This is an entry-level position; no previous experience is required.
- Successful completion of the probationary period for the position of Site Supervisor/Kitchen Aide Substitute.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodations.

ADDITIONAL QUALIFICATIONS:

- Ability to understand and follow simple oral and written directions.
- Ability to provide supervision and direction to other adults.
- Effective written and oral communications skills
- Ability to establish and maintain effective working relationships with staff and the public.
- Possession of a valid Michigan driver's license.

ADDITIONAL QUALIFICATIONS (continued):

- Possession of an operable automobile for authorized departmental travel.
- Ability to conduct oneself with tact and courtesy.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER