

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE:	Senior Services Food Service Worker	
DEPARTMENT:	Senior Services	FLSA: Non-Exempt
REPORTS TO:	Senior Services Lunch Program Manager	DATE: 07/03

Job Summary

The Senior Services Food Service Worker prepares and serves food to seniors who dine at the Senior Lunch Program and prepares meals for Home Delivered Meal Program. Cleans the dining area as needed.

Essential Job Functions

1. Sets tables and serves food to seniors at the Senior Lunch Program.
2. Performs housekeeping tasks such as washing dishes, sweeping and mopping the floor, refreshing supplies in washrooms, and taking the garbage out.
3. Completes information sheets for outgoing meals detailing what should be included in each meal.
4. Packs bags for drivers for the Home Delivered Meals Program.
5. Lifts and stores incoming packages and supplies.
6. Inform Food Service Staff Leader of supplies that are needed for the Program.
7. Label, organize and distribute free food giveaways.
8. Attends meetings and various training seminars and conferences as required.
9. Performs other duties as assigned.

Material and Equipment

- Kitchen appliances
- Steam table

Minimum Qualifications

Education and Experience:

- High School Diploma or equivalent.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- Food and sanitation certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Packing foods and safe food handling.

Skill In:

- Maintaining effective working relationships with other employees.
- Communicating with Program participants.

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Ability to:

- Keep area in clean and orderly condition.

Physical Abilities:

- Stand for extended periods.
- Lift up to 30 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.