



## Senior Resource ASSOCIATION

*Promoting Independence in our Community*

### **Position Opening**

#### **Part Time Meals on Wheels Kitchen Aide**

##### **About the Organization**

Senior Resource Association (SRA) is a 501 (c)(3) non-profit organization that provides services to support and advocate for independence and dignity of older adults throughout Indian River County. Our organization was established in 1974 to promote an active, healthy, and independent lifestyle for older adults through a variety of client-centered programs and services. We provide nourishment, supervised socialization, transportation and information referral services for seniors and their families. Our goal is to keep seniors healthy and in their own homes for as long as safely possible. In addition, SRA is the county-designated public transit system. Our buses provide service along 15 fixed routes throughout Indian River County. Senior Resource Association is recognized as the lead agency in Indian River County for home and community-based services for seniors and adults age 18 and older that need supervised care in a safe and welcoming environment. For more details, visit [www.SeniorResourceAssociation.org](http://www.SeniorResourceAssociation.org).

##### **Primary Function:**

Under direct supervision, organize, pack, and prepare meals to be delivered to designated locations and to home bound seniors. Perform Nutrition, referred to as Meals on Wheels (MOW) task and assignments as needed to fulfill goals and objectives of program.

##### **Principal Responsibilities:**

- Receive and count hot/cold meals, milk, bread, fruit and any other items needed for meal delivery. Ensure the meal count is correct.
- Organize and pack daily meals for delivery
- Check quality of meals
- Obtain daily delivery route schedule
- Adhere to requirements of Nutrition Programs, including but not limited nutrition, food safety and quality
- Perform varied office and department assignments directed by the Nutrition Manager
- Take temperature of meals, record temperatures on proper forms and only accept product within the correct temperature holding zone
- Distribute meals for staff and volunteers to deliver
- Record refrigerator and freezer temperatures on the proper forms
- Work with volunteers and staff to ensure a good culture in the kitchen
- Clean and maintain an organized kitchen area
- Rotate dry goods stock to ensure first in, first out (FIFO) is maintained



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**Knowledge, Abilities and Skills:**

- Organize and prioritize multiple tasks to ensure work is performed in a timely manner
- Quality customer service
- Attention to detail
- Communication skills
- Proper handling of sensitive and/or confidential information
- Accurate math and computation
- Participate in SRA teams, committees, meetings, training, and special events

**Other Job Characteristics:**

- Standing, sitting, walking, lifting, and bending; carry up to 20 lbs.

**License / Certifications:**

Level II background check

Serve Safe Food Certification is preferred

**Education / Experience:**

High school diploma or GED preferred

Food service experience a plus