

**NOTICE**

There is a job vacancy with the **BAY COUNTY DEPARTMENT ON AGING**.

JOB TITLE: **KITCHEN ASSISTANT (PART-TIME)**

RATE OF PAY: **\$11.71 per hour entry, progressing to  
\$13.74 per hour after 4 years (TS04)**

Part-time, variable hours (up to 29 hours per week) position with limited benefits as provided for within the United Steelworkers, Local 15157, Part-time labor agreement although union membership is voluntary.

**GENERAL SUMMARY:** Under the supervision of the Nutrition Services Manager, this position assists in all aspects of inventory control and food purchases. Follows guidelines for proper ordering, receiving, handling and shipping of food products at various locations in the County. Additionally, the position will act as a back-up person when various staff are absent or workload is higher than usual.

**ESSENTIAL FUNCTIONS:**

1. Under the supervision of the Nutrition Services Manager, will assist in all aspects of food ordering with numerous vendors. Will maintain inventory control by daily organization of stock room, coolers and freezers.
2. Computer input for weekly food orders, shopping sheets, and inventory. Calculates food production, bread and milk orders. Works closely with the Lead Cook and Nutrition Services Manager for inventory control.
3. Follows food safety guidelines for kitchen operations such as temperature controls, receiving shipments, food and chemical storage, cleaning and sanitizing, and personal hygiene.
4. Attends training as needed for adherence to the Michigan Public Health Code and Region VII guidelines. Will attend staff meetings for ongoing operational improvements and education.
5. Organization/rotation of all stock upon shipment and appropriate food dating. Adherence to First-In-First-out rotation.
6. Assist cooks by pulling all stock for daily meal production. Responsible for correspondence with Site Coordinators and Drivers to assist with daily food deliveries, supplies and menu substitutions. Maintains ongoing communication with office staff, drivers/cooks, vendors and supervisor.
7. Responsible for lifting and moving stock and equipment; disposing of trash and cardboard; mopping of stock room, coolers/freezer and kitchen floor; operation of floor scrubber; maintains organization of storage room and outside shed.
8. The kitchen assistant will cover for other staff in their absence: assist with a route, dishwashing and custodial duties. May assist with departmental tasks such as meal packing, transport of items for special events, running errands, vehicle maintenance, cleanliness of outside building/loading area, snow removal at entrances. Remains flexible in times of emergencies to provide assistance as needed.
9. May be expected to work a split shift to accommodate Special Events. Must be punctual for early morning deliveries. Consistent attendance is essential with this position.
10. All other assigned duties.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

**QUALIFICATIONS:** Must have good math and reading skills; basic computer skills, and excellent organizational skills. Must have a working knowledge of food safety guidelines for kitchen operations. Applicants must have the ability to communicate effectively with coworkers, vendors, salesmen and senior citizens. Must have an excellent driving record, a valid Michigan driver's license, and have reliable transportation. Applicants may be required to take a written and/or other examination.

**PHYSICAL REQUIREMENTS:** This position requires being mobile, bending/lifting, moving objects and/or standing for significant periods of time. Must be able to lift and transfer boxes and stock up to at least 50 pounds.

**APPLICATION PROCEDURE:** Apply online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) at the Bay County Personnel Department, 515 Center Avenue, Suite 302, Bay City, MI 48708 no later than **4:00 p.m. Friday, September 22, 2017.**

**Bay County is an Equal Opportunity Employer**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."