

NOTICE

There is a job opening with the **BAY COUNTY DIVISION ON AGING**.

JOB TITLE: **KITCHEN AIDE II**

RATE OF PAY: **\$10.09 per hour entry, progressing to
\$11.60 per hour after 4 years (TS02)**

*Up to 25 hours per week (subject to change), limited benefits
This part-time position with limited benefits is included in the USW Part-time County unit, although membership in the union is voluntary.

GENERAL SUMMARY:

Under the direct supervision of the Nutrition Services Manager, the Kitchen Aide maintains cleanliness of the dish room and dishware at Riverside central kitchen; may also assist at other dining sites throughout Bay County. Adheres to all Michigan Public Health Codes.

TYPICAL DUTIES:

1. Operates the dish machine and completes cleaning of dishware, pots/pans, and kitchen equipment.
2. Maintains three compartment sink including wash, rinse and sanitizing tubs; knowledge of sanitary solutions and temperature controls.
3. Degreases/polishes all stainless steel in dish room, garbage disposal, back splash, drains, shelving units.
4. Responsible for sweeping and mopping floors in dish room and assigned areas.
5. Will assist with maintaining cleanliness of janitor's room and custodial tasks in the absence of regular staff person.
6. Assists with cleaning in other areas of the kitchen such as drawers, shelving, coolers, warmers, carts and bun racks.
7. Breaks down boxes and cardboard for recycling; assists with the removal of trash.
8. May be asked to assist with special events and evening meals throughout the year.
9. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles as required.
10. All other duties assigned.

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

QUALIFICATIONS:

Must have the ability to work cooperatively as part of the kitchen staff. Must be able to maintain neat and orderly kitchen and work area and lift and transfer up to 30 pounds. Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time.

Application Process: Apply online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708 no later than **4:00 p.m. Tuesday, December 12, 2017.**

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."