

**Del Norte Senior Center**  
**Dishwasher/Prep Cook**  
Non-Exempt Hourly Position

**Program:** Nutrition

**Supervisor:** Head Cook

**Description:**

Under the supervision of the Head Cook, the position performs routine, skilled cleaning of dishes, pot and pans, food service equipment and food preparation and service surfaces. Position also performs basic food preparation, such as washing, peeling, cutting, slicing, and opening of containers, boxes and cans using approved food service sanitation and skills.

**Essential Duties and Responsibilities**

- Works cooperatively with other staff and management; maintains a pleasant and professional attitude at all times.
- Assists with set up of tables and equipment in dining room for meal service.
- Assists with preparation of fruit and vegetables for salad bar.
- Assists clearing tables; scraping and washing dishes, pots and pans; and storing equipment.
- Records dishwashing temperature and sanitation concentration levels daily.
- Washes, sanitizes and cleans kitchen equipment, surfaces, and serving areas
- Operates and assists in maintaining food service equipment and supplies.
- Learns basic cooking skills as time allows; assumes the duties of Assistant Cook as assigned.
- Attends a minimum of 4 hours of in-service training yearly.
- Other related duties as assigned.

**Knowledge, Skills & Abilities**

- Ability to implement and maintain sanitation procedures in accordance with Federal, State and local regulations and provisions of Title 22. California Code of Regulations. Division 1.8 California Department of Aging. Article 6.
- The ability to maintain professional working relationships with a variety of different personalities, including the ability to maintain positive relationships with clients within acceptable professional boundaries.
- Ability to learn and use kitchen safety knowledge and safe work procedures as well as institutional quantity food preparation methods, procedures, and service.
- Ability to read and write English at a High School level and to follow written and oral instructions

**Physical Abilities**

- Requires physical health sufficient to meet the essential duties and responsibilities of the position. Requires the ability to maintain proper physical hygiene, to stand and walk for long periods and to lift up to 50 pounds. Must be able to reach, bend, and stoop. Requires eye/hand coordination to safely use kitchen equipment and maintain production pace. Handles hot and frozen material in an environment dominated by wide temperature extremes.

**Licenses and Certificates**

- Must pass food handler's safety certification within six (6) months of hire.

**Working Conditions**

- Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment and materials in conditions that vary in temperature and stability. Handles hot and frozen material in an environment dominated by wide temperature extremes.

**Minimum Requirements**

- Any combination of work experience and education that demonstrates the skills and abilities to perform the essential duties of the position, Prior experience working in a food service setting desired.

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received a copy of this job description and understand the duties and qualifications expected of me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date