

## Senior Resources Aide - Contingency

Ottawa County Senior Resources - \$9.00 per hour

### Job Summary

This position is responsible for the staffing coverage for group supervision and kitchen operations of all Ottawa County Senior Center Sites and the main office of Senior Resources including HDM operations. This could include the coordination of setting up, serving meals, and clean up. This position could also aid in the delivery of group activities as identified by each Site Manager. This position may need to assist with other administrative and clerical duties such as handling the Senior Resources phone line and the public with referrals for Senior Resources. The position could perform the duties of the Site Manager when he or she is not available or upon request by the Site Manager and/or the Director of Senior Resources.

**Minimum Qualifications:** High school diploma or GED or equivalent combination of training and experience to provide effective communication and excellent record keeping skills. Experience in Food Service areas helpful but not necessary. Must be knowledgeable of kitchen equipment and understand its use and how to care for it. Must be able to follow written and oral instructions. Must maintain a valid driver's license and a safe driving record. Must be bondable and insurable. Ability to lift and/or carry a minimum of 50 lbs. Must pass criminal background check and drug test.

**Preferred Qualifications:** One year of training or equivalent working knowledge in Food Service or a related field.

### Essential Job Functions:

- A. Responsible for dining room set up and clean up.
- B. Ensure proper food temperatures are maintained upon the arrival of the bulk food to the dining site and just prior to serving the meal. Record and maintain temperature logs for all foods for each meal served.
- C. Supervise and participate in the preparation, packaging, and serving of meals.
- D. Operate and maintain in good working order all kitchen equipment.
- E. Prepare all items to be sent back to the central kitchen.
- F. Develop and maintain effective working relationship with center employees, volunteers, clients, and county employees, various levels of management, agencies, and the public.

**Job Location:** Work could be performed at any Senior Center with main base of operation being the main office of Senior Resources

**Equipment Used:** Telephone and kitchen equipment

**Other Responsibilities:** Other related functions and responsibilities as designated by the Director of Senior Resources, County Administrator or Board of Commissioners

For consideration, please submit a County application and/or resume **by MAY 31, 2019**, to: Director, Ottawa County Senior Resources, 8180 West SR 163, Oak Harbor, OH 43449. Fax 419-734-6885 or email to [dmortensen@co.ottawa.oh.us](mailto:dmortensen@co.ottawa.oh.us)

EOE/DFWP