

Bremen Parks and Recreation

Position Available - Job Description

JOB TITLE: Senior Services Kitchen Aid

JOB SUMMARY

Under general supervision of the Senior Center Director, the priority of this job is help serve our daily lunch program to congregate and home delivered seniors

RESPONSIBILITIES

- Assist other personnel with meal prep and clean up
- Responsible for driving meal route in driver's absence
- Responsible for keeping the kitchen clean and supplies stocked
- Treat all clients with respect and courtesy
- Perform light administrative duties such as answering the phone, maintaining records, and program sign ups
- Responsible for building supervision in director's absence
- Perform ALL other duties as directed by the Supervisor

Qualification

High School Diploma or GED equivalent. Licensed driver with a good driving record. Must be able to maintain legible records. Must be capable of communicating, effectively with clients served by the program and supervisor.