



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Nutrition Technician I - II

DEPARTMENT: Senior Center

REPORTS TO: Senior Center Director

POSITION SUMMARY: This position is responsible for planning, preparing, serving, and performing a variety of routine semi-skilled and skilled duties as needed to manage the senior center commercial kitchen and prepare meals in accordance with program requirements to senior citizens in the community.

PRINCIPLE RESPONSIBILITIES/REQUIREMENTS:

The Nutrition Technician I - II must be able to perform, but not limited to the following essential job duties, with or without reasonable accommodation:

LEVEL I & II:

- Prepares meals according to a pre-planned menu in accordance with regulations while presenting food in an appealing manner.
- Ensure that proper and accurate portions of food items are served and document results daily.
- Assist on the food tray line as needed, process the meals on wheels preparations and package for home delivery respecting the time frame of the drivers, and help load meals when needed.
- Must be familiar and comply with Environmental Department (ED) regulations i.e., daily tests or checks hot and cold food temperatures for record keeping purposes, sanitation, etc.
- Keep food and temperature logs up to date and other daily, weekly, and monthly reports.
- Maintain accurate records of meals served and delivered utilizing current reporting forms.
- Follow safe handling requirements.
- May have to operate a City vehicle to assist with business pertaining to the Senior Center; may assist with delivery of food to senior patrons.
- Assist with food orders, receiving incoming supplies, food supplies, unloading, and restocking.
- Dates, stores, and rotates left-overs to minimize waste; assist with utilizing left-over meal product for frozen meal program.
- Maintain established standards of sanitation, safety, and food preparation, while following local and state health department requirements.
- Cleans appropriate areas, washing dishes, mopping, and sweeping, cleaning refrigerators, freezers, stove, ovens, bins, cupboards, and other kitchen equipment; Dispose of trash and food wastes; recycles paper and metal waste daily.
- Participates in on-going trainings, staff meetings and planned events; assist with training and guiding staff and volunteers; participates in emergency drills and environment safety activities.
- Maintains excellent customer service skills with staff and senior patrons.
- Attendance at work is an essential function of this position.
- Performs related duties as necessary or assigned.

LEVEL II:

- Under the direction of the Senior Center program director, develop nutritious, balanced and appealing menus.
- Places all food and kitchen order supplies.
- Assure that menus are approved and signed off by dietician.
- Keep a proper and up-to-date inventory of all kitchen equipment and food products.

- Insure that the kitchen passes health inspection as required, that all general kitchen duties are performed in a timely manner and that all necessary supplies are available.
- Performs purchasing duties in accordance with City policies and procedures.
- Promotes positive relations with City staff and with the general public.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent required; preferred experience in food handling and preparation.
- Level I: Six (6) months experience in a commercial kitchen.
- Level II: Three (3) years' experience as a cook/chef in a commercial kitchen.
- Knowledge of nutrition requirements and menu planning.
- Certificate & licensing: Food handler's permit within first 90 days; possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record.
- Must be able to read and write in the English language.
- Must pass a drug screen and background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable City and department policies, procedures, rules, and regulations.
- Ability to manage the senior center kitchen; prepares meals in accordance with the State of New Mexico AAA policies and procedures.
- Ability to establish effective working relationships with supervisors, co-workers, and senior citizens; communicate effectively, verbally and in writing.
- Ability to perform physically demanding tasks related to lifting.
- Working knowledge of the following equipment: dishwasher, stove, steam table, convection oven, proofer, washing machine and dryer, microwave oven, and other kitchen appliances; broom, mop, motor vehicle, and telephone, computer, fax machine, and calculator; basic cleaning methods, practices and chemicals.
- Working knowledge of the use of computer systems and software in a business environment.
- Ability to work independently and prioritize workload.
- Ability to work cooperatively with diverse groups, including City employees, city councilors, other agencies, and members of the public; some knowledge of the special needs of senior citizens.
- Knowledge of food preparation required.
- Must possess an understanding and caring attitude toward senior citizens and display a willingness to be available to the service of the senior patrons.
- Must possess the ability to drive vans for pick-ups of senior citizens and supplies, work under stress and handle stressful situations, meet deadlines, follow directions and work together as a team player, establish and maintain working relationships with co-workers, supervisors, other city personnel and the public.
- Ability of keep confidential matters confidential.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a commercial kitchen setting.

While performing the duties of this job, the tasks require a variety of physical activities, generally involving muscular and sensory strain, such as stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg, foot dexterity exist to operate kitchen equipment, standard office machines such as computers, calculators, telephones and other office equipment. Requires normal range of vision and hearing. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Must be able to lift or move 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF WORK EQUIPMENT: Stove, dishwasher, steam table, convection oven, microwave, mixer, computer, printer, telephone, calculator, motor vehicle, and other kitchen and office equipment.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

The noise level in the work environment is usually moderate.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE: *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

City Manager

9/22/2023

Date

EMPLOYEE'S SIGNATURE: *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

Employee

Date