

# Tri-County Aging Consortium

## EXTERNAL JOB POSTING BULLETIN

Job Requisition Number	Posting Date	Due Date	Pay
113017	December 1, 2017	Until Filled	Grade 3, Step 3 \$9.1586/hr (until 1/1/18 then \$9.4326/hr) \$19,050/year (\$19,620/year)
<b>Job Title</b> Kitchen Porter 1 (Full Time)			
<b>Location</b> Central Kitchen - Main Office			

**General Responsibilities:** Provides general support to all kitchen operations as directed. Assists with basic food prep and food packaging. Helps deliver meals and equipment as needed. Assists with washing and putting away dishes. Helps with loading and unloading of stock. Helps keep all equipment and work areas clean.

**Essential Job Functions:** (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Assist with basic food prep. Examples include washing, paring, chopping, slicing and mixing ingredients.
- Assists with portioning and packaging meals. Ensures that appropriate food temperatures are maintained throughout the preparation and delivery process.
- Loads, unloads and packs food containers & supplies into Agency vans.
- Delivers food and equipment as needed.
- Helps load, unload, sort and store kitchen supplies and inventory.
- Assists with washing dishes & cleaning equipment. Helps keep all work areas clean.
- Sorts and breaks down throwaway items for recycling such as boxes, cardboard, cans and similar items. Takes out the trash as directed.
- Regularly serve as back up to Assistant Cooks, Dishwashers and Van Drivers as needed.
- Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

**Knowledge, Skills & Abilities:**

- Commitment to the organization's missions and goals.
- Computer skills sufficient to learn specific departmental software programs.
- Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
- Ability to work independently or as part of a team.
- Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
- Ability to represent the Agency in a professional manner.
- Must be able to adjust priorities to meet deadlines in a timely manner.
- Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.

**Requirements:**

- A High School Diploma or equivalent is required.
- A valid Michigan Driver's license in good standing (less than 4 points) is required.
- ServSafe certification, either current or completed within 12 months of employment, is required.
- Previous work in a kitchen environment is preferred.

**Working Conditions:**

- The working environment is based in a kitchen environment where safe work practices are extremely important. Use of protective gear such as hats, aprons and gloves is required. When required to drive, exposure to weather & traffic conditions becomes significant.
- Physical mobility is required for sitting, walking, bending and long bouts of standing. Must be able to carry and lift items between 40-70 pounds. Must have dexterity to operate kitchen equipment safely. Must be able to drive. Must be able to enter and access information using a computer. Must be able to communicate effectively with clients, volunteers, co-workers and vendors in person and over the phone.
- Sensory requirements include exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, high noise levels, water and cleaning compounds.
- Mental requirements include the ability to handle varying and intense levels of stress.

**Health Insurance Portability and Accountability Act (HIPAA):**

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy & Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline up to and including termination.

**Reports to:** Food Production Supervisors

**Work Location:** Lansing, MI

**Base work schedule:** Monday – Friday, 10:00am to 6:00pm (40 hours per week)

*Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to [hrl@tcoa.org](mailto:hrl@tcoa.org). You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org>*

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