

**CITY OF PLATTSMOUTH
JOB DESCRIPTION**

POSITION TITLE: Senior Center Kitchen Staff Assistant

REPORTS TO: Senior Center Director

PURPOSE OF POSITION:

To be the “Meals on Wheels” delivery driver for the Plattsmouth Senior Center. Will be delivering meals to the residences of “Meals on Wheels” participants and assisting cooks around the kitchen, cleaning the dining room, common areas and bathrooms

EXEMPT Y/N: NO—PART-TIME

ESSENTIAL FUNCTIONS:

Packages and marks meals for delivery to clients

Is aware of client diet requirements and packages and marks meals consistent with client needs

Package meals into delivery containers

Places delivery containers into transportation vehicle by lifting and loading containers weighing up to 25 pounds

Uses legs, knees, hands and arms to lift and load delivery containers into transportation vehicle

Possess and uses good knowledge of city of Plattsmouth streets, addresses for expeditious delivery to clients

Using disinfectants and other cleaning supplies provided by the Employer, cleans and disinfects deliver coolers and tubs

Drives a motor vehicle provided by the Employer for delivery purposes

Collects money from clients, gives them receipts, and delivers all monies to Senior Center Director promptly on return from meal deliveries

Help to prepare food for Meals on Wheels participants and congregate meals

Clean and store coolers after deliveries have been completed each day

Wash dishes, sweep and mop floors and clean/restock restrooms each day

Put supplies/food away and rotate them as needed

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess a valid Nebraska drivers license

High School or General Equivalency Diploma (GED) Preferred, but not required

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY:

Knowledge of and ability to apply state and local laws and regulations regarding the operation of a motor vehicle

Knowledge of geography, streets, alleys and buildings in Plattsmouth or able to demonstrate knowledge within a reasonable time after hire

