

**Position: Kitchen/Transport Assistant (Part-Time Position)**

**Position Summary:**

Under the direction of the Senior Center Program Coordinator, performs functions related to assisting the Cook with meal preparation for congregate and home-delivered meals, and delivery of meals, for participants and clients of the Senior Center Program.

The Kitchen/Transport Assistant is responsible for the delivery of quality service and positive interaction with our customers, visitors, and HMS employees in a courteous, respectful, and professional manner.

**Position Accountabilities:**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

1. Assist with meal preparations as directed by the Cook.
2. Preparation, packing of home delivered meals.
3. Deliver temperature sensitive meals to homebound individuals using provided food safety equipment.
4. Drive an HMS company vehicle
5. Maintain an unrestricted driver's license
6. Observation of participants/clients during in home meal deliveries, and reporting of any obvious changes and or problems to the Senior Center Program Coordinator.
7. Observation of participants/clients of use or non-use of meals, report any obvious changes and or problems to the Senior Center Program Coordinator.
8. Assist in dishwashing, kitchen clean up, sweep, and mop in freezer room, pantry, kitchen and serving room, clean shelves, clean inside and outside of refrigerators, freezers stove, clean walls and baseboards as necessary.
9. Submit daily routine sheets to the Senior Center Program Coordinator.
10. Prepare an end of month progress report on all home delivery participants/clients.
11. Take temperature of first and last meal tray of each delivery and record temperature.
12. Adhere to all Federal, State, and other applicable rules and regulations.
13. Assist with end of month inventory as necessary.
14. Clean dining room floors and tables as necessary.
15. Record all food and supply items as they are removed from stock on appropriate data sheets.
16. Assures safe and sanitary handling of food and utensils by adhering to the following food safety guidelines
17. Assist in maintaining cleanliness of the center including custodial duties as necessary.
18. Attend staff and training meetings as necessary.
19. Adhere to all safety standards and regulations.
20. Assist with all aspects of meal preparation, delivery, and clean-up as necessary.
21. Other related duties as assigned.

**Minimum Qualifications:**

- Minimum one year experience with similar responsibilities.
- Valid Unrestricted NM Driver's License
- Language Requirement: English
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.

**Preferred Skills:**

- High school diploma or equivalent.
- Bilingual (Spanish & English speaking)

**TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045