

CITY OF BURBANK

SENIOR FOOD SERVICES AIDE

DEFINITION

Under general supervision, to prepare meals for the nutrition program; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists in planning meals that are well-balanced and within budget; prepares, bakes, and cooks a variety of foods independently from recipes in appropriate quantities and in accordance with the menu; estimates quantities and places orders for food and supplies as directed; receives and stores supplies; sets up tables and chairs; cleans assigned area and materials; serves meals to clientele; transports food and meals as needed to designated locations; assists in scheduling volunteers; may open and close nutrition sites; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the food requirements of the elderly.
- Ability to - assist in planning well-balanced meals within program budget; determine quantity requirements cook and bake; keep simple records; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: One year of experience in food service preparation.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.