

CITY OF EMERYVILLE

Revised: April 2007
Title: MEAL HANDLER (Previously Food Handler)
FLSA Status: Non-Exempt
Job Code: 1710

DEFINITION:

Under direction of the Senior Center Manager, performs a variety of routine duties in the preparation and distribution of food, including serving meals to senior program participants and guests on a daily basis; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a classification in the Senior Center Division of the Community Services Department. This classification is distinguished from the Assistant Cook and Cook classifications in the Child Development Center, in that Meal Handlers are not required to plan and prepare meals utilizing accepted nutritional practices and standards. Meals serviced to Senior Center program participants are prepared off-site, and Meal Handlers primary unpack and stage the meals for ease of distribution to seniors.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive listing of all of the duties and responsibilities of the classification.

Assists in setting food out on the counter, and assists in serving and refilling food platters, dishes and bowls used in food distribution.

Assists in routine record keeping, and tracks the number and condition of servings delivered to the Center.

Cleans kitchen, dishes, stove, etc. daily, scrapes dishes, loads and unloads dishwasher after each use.

Cleans kitchen and dining room area, sweeps and mops floors.

Assists in the preparation of the mail distribution for the Center

Substitutes for volunteers during Senior Center events, including collecting and selling tickets, serving as hostess at sign-in table, assisting with decorations.

Assists Center staff by handling errands, including delivering flyers and other documents to City Hall or the Community Services Department administrative offices.

Performs related work as required.

QUALIFICATIONS:

Knowledge of rules, regulations and guidelines for the safe handling and storage of food products; effective interpersonal skills; safe operation of kitchen equipment and utensils; food retention and storage requirements; and methods of routine record keeping.

Ability to effectively organize and implement food service activities; effectively interact with a diverse group of senior citizens and other members of the public; establish and maintain a kitchen that complies with health department standards for cleanliness and health; establish and maintain effective working relationships with those contacted in the course of the work; perform related duties as required.

EDUCATION AND/EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Equivalent to graduation from high school and one (1) year of experience working in a food service/delivery environment or restaurant.

Special Requirements:

Must be sufficiently physically active to perform the physical duties of the job including operating standard kitchen equipment and utensils, heavy objects, pots and pans and products weighing up to fifty pounds.

Must possess a valid California State driver's license and have a satisfactory driving record.