



**Job Opening Announcement
February 2021**

Cook, Aster Senior Center at Mesa Red Mountain

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for a Cook. This position will check the daily MOW route sheets and coordinate with Kitchen Manager and co-worker to plan for the meal count, and accurate food quantities and timeliness. Prepare MOW delivery bags, ice chests, and individual containers for meal service. Ensure that heat stones are being warmed and that cooling items are ready as needed. Assist Kitchen Manager in the production of additional frozen meals to ensure an adequate stock for frozen meal delivery programs. Maintain high standards in sanitation and meal safety. Maintain a strict “clean as you go” practice ensuring a safe, professional work environment. Clean drawers, utensils, equipment, etc. in keeping with the team’s maintenance schedule. Assist coworkers with break-down of line, storing leftovers, and aide in dish room to clean pans, dishes, etc. at end of service. Provide back-up support as needed for co-workers.

Part-time (25 - 30 hours / week) position
Competitive salary and benefits package

Qualifications include: High school graduate. Minimum of six months related food service experience. Knowledge of and ability to safely operate kitchen equipment. Effective organization and time management skills. Ability to follow instructions and flexibility to perform a variety of tasks. Requirements include: an Arizona driver’s license, reliable vehicle to use in the performance of the job, and compliance with Aster Aging’s background checks. This position includes physical capability requirements.

Please refer to the Job Description for Major Duties, additional information and requirements

Interested applicants are encouraged to submit their resumes to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.

Aster Aging, Inc.
Job Description: Food Service Worker – Meals on Wheels

Overview: The Food Service Worker – Meals on Wheels (“MOW”) packages meal components for delivery to the homebound in alignment with production sheets and MOW route sheets, within the scope of the Aster’s vision, mission and goals and under the supervision of the Kitchen Manager. Maintain compliance with senior nutrition program requirements. Assist in operations of kitchen and food services. Maintain high standards in sanitation, meal safety, quality and presentation.

Major Duties:

- Check the daily MOW route sheets and coordinate with Kitchen Manager and co-worker to plan for the meal count, and accurate food quantities and timeliness.
- Prepare MOW delivery bags, ice chests, and individual containers for meal service. Ensure that heat stones are being warmed and that cooling items are ready as needed.
- Follow instructions on daily portion control. Package meal items in keeping with menu, including bread, milk, dessert, and condiments. Supervise volunteers to package main protein, starch and vegetables while ensuring appropriate quality and presentation of meals. Adjust meal packaging for special diet needs.
- Assist Kitchen Manager in the production of additional frozen meals to ensure an adequate stock for frozen meal delivery programs.
- Utilize required food handling practices for the safe preparation, packaging, and storage of all menu items. Ensure food temperatures are checked and correct before food items are transported.
- Maintain high standards in sanitation and meal safety. Maintain a strict “clean as you go” practice ensuring a safe, professional work environment. Clean drawers, utensils, equipment, etc. in keeping with the team’s maintenance schedule.
- Assist coworkers with break-down of line, storing leftovers, and aide in dish room to clean pans, dishes, etc. at end of service. Provide back-up support as needed for co-workers.
- Serve as a member of the food service team.
- Other duties as needed and appropriately assigned.

Qualifications:

- High school graduate. Minimum of six months related food service experience.
- Knowledge of and ability to safely operate kitchen equipment.
- Effective organization and time management skills. Ability to follow instructions and flexibility to perform a variety of tasks.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Sensitivity to the needs of older adults.

Requirements:

- Ability to lift and carry objects weighing up to 30 pounds unassisted. Ability to stand for long periods of time. Ability to tolerate exposure to temperature and humidity changes, including entering refrigerated storage areas, working at ovens / ranges, dishwashing equipment, and steam tables.
- Reliable transportation to work.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster’s background check policies.
- Have or ability to obtain a Food Handler’s Card.

Responsible to: Kitchen Manager

Status/Hours: Full-Time, non- exempt position; regular weekday hours.

Primary Works Site: Aster Senior Center at Mesa Red Mountain or Aster Senior Center at Mesa Downtown

Equal Opportunity Employer