

**Senior Services of Central Illinois, Inc.
Job Description**

Project Name: Daily Bread

Position Title: Kitchen Assistant/Driver

Duties include, but are not limited to:

- Assist with preparing food for congregate and home delivered meals
- Operate kitchen in safe manner, which complies with health and sanitation regulations
- Assist with cleaning and washing equipment and floors as needed
- Receive program income from routes
- Deliver meals to various congregate sites
- Track and organize paperwork on all meals delivered
- Maintain proper temperatures for all meals until delivered
- Maintain Daily Bread vehicle
- Other duties as assigned

Skills Required: Valid Driver's License and a good driving record
Food Sanitation Certification
Knowledge of food preparation and health codes
Knowledge of general kitchen and serving equipment
Basic Computer Skills, typing, filing, and office machine knowledge
Friendly, honest and an advocate of seniors
Ability to lift 25 lbs.

Reports to: Director of Nutrition and the Kitchen Manager/Head Cook

Hours: Up to 30 hours/week; Monday-Friday, unless otherwise approved
By the Director of Nutrition