

# Food Service Kitchen Assistant (Senior Nutrition Program)



## Senior Services for South Sound

Opening Date: March 16, 2023  
Closing Date: Continuous – Initial review begins March 16, 2023  
Department: Development  
Job Type: Non-Exempt, 0.625 FTE – 25 hours per week  
Salary: Step 1 of the internal salary schedule which has a range of \$16.37 – \$21.07/hour with a starting wage of \$16.37 per hour, DOE.  
Benefits: Medical, vision, dental, tax-deferred Simple IRA with company matching up to 3% of gross, and paid vacation accrued proportional to hours worked.  
Location: Thurston County, Tumwater & Olympia, WA

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**Senior Services for South Sound is looking for a Food Service Kitchen Assistant in our Senior Nutrition Program (SNP) for 25 hours per week who helps prepare meals at the Olympia kitchen and transport and serve food to seniors at the Old Town Senior Center in Tumwater. Come join an amazing team and help us drive our Senior Nutrition Program goals in support of our organization's mission and exciting growth!**

Senior Services for South Sound (SSSS) is a highly mission-driven 501(c)(3) dedicated to improving the quality of life for people as they age. While the focus is on delivering great service to seniors, our organization is filled with caring, thoughtful people who have a lot of fun and heart. As a diverse organization that values integrity, inclusion, respect, results, and service excellence, we are a positive culture where employees are engaged, empowered, and appreciated.

Moreover, we offer awesome **benefits!**

- *Medical, Dental, and/or Vision* if working 20 hours or more per week and employed for 60 days;
- *Sick Leave* in proportion to the FTE with up to 8 hours in a calendar month and no less than 1 hour for every 40 hours worked;
- *Paid Vacation* with accrual beginning on day 1 of employment at the 1-year level of service which provides up to 8 hours per month, is proportional to hours worked, and can first be taken after 6-months of employment; and
- *Retirement*: If the employee participates at the 3% level, the employer will match 3% into a retirement fund with eligibility for matching beginning after probationary period.

Come join our team!

### **What you will be doing:**

We're looking for a **Food Service Kitchen Assistant** working **25 hours a week** to help in our Senior Nutrition Program. This person is critical to the SNP team and will transport meals from Olympia to Tumwater, and serve them to seniors at the Old Town Senior Center in Tumwater. The coordinator is in charge of cleaning

dishes and the facility at the Tumwater site. Additionally, the coordinator will help prepare meals, clean, and wash dishes at the Olympia site. The coordinator will be a team player and perform other duties as assigned.

**Key outcomes:**

The Food Service Kitchen Assistant:

- Assists Olympia kitchen staff in the preparation of meals to meet all program requirements, in a manner that complies with health and safety standards per local, state, and federal regulations.
- Packages, transports, and serves lunch to seniors at the Tumwater Old Town Senior Center.
- Washes dishes and cleans kitchen and dining rooms at the Tumwater Old Town Senior Center.
- Assists Olympia staff in keeping kitchen, storage, and dining rooms clean.
- Attends staff meetings and trainings as necessary.
- Performs other duties as assigned.

**What you will bring:**

- Must possess a current Food Handler's permit or obtain one within 30 days of employment and retain it at all times.
- Current Washington State Driver's License; auto insurance coverage.
- KSAs: Principles and processes for providing customer and personal services, food production, safety, time management, operation monitoring, quality control analysis, information ordering, oral comprehension, and work effectively with a wide variety of people including senior citizens, staff members, volunteers, people with disabilities, and minorities.

**Preferred:**

Applicants who also possess the following *may* receive additional consideration from the hiring manager:

- Current CPR/First Aid card.
- GED or high school diploma.
- Experience in institutional kitchens or related cooking experience.

**Why work at SSSS?**

SSSS is committed to improving the quality of people as they age and having fun doing it. With a culture of inclusion and positivity, the goal of enriching the lives of seniors is powered by dedicated, inspiring people delivering programs such as Brighter Days Adult Day Program, Meals on Wheels, Senior Community Dining, Senior Transportation, Care Connection Caregiver Registry, Supportive Services, Health, and Wellness Programs, Adult Learning, Independent Living, and activities and classes featured at our two centers. Moreover, we believe in supporting and taking care of our employees, offering medical, retirement, and paid vacations to eligible employees. Apply with your **cover letter, resume or CV, and references** today!

*\*The hiring authority may make a hiring decision at any time. Initial screening will begin on March 16, 2023. It is to the applicant's advantage to submit materials as soon as possible. The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months. \*\*Senior Services for South Sound (SSSS) is an equal opportunity employer and does not*

*discriminate based on age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.*

**Contact:**

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