



VILLAGE OF TIJERAS JOB DESCRIPTION

Senior Center Nutrition Assistant

Department: Senior Center

Reports To: Senior Center Manager and Village Clerk/Manager

Employment Status: Permanent Part-Time

FLSA Status: Non-Exempt

Regular Schedule: 10:00 a.m. to 2:00 p.m., four (4) hours per day, Monday through Friday

Hours: Approximately 20 hours per week

Position Summary

The Senior Center Nutrition Assistant provides daily support for the Village of Tijeras Senior Center meal program and is responsible for assisting with all activities necessary for the safe, accurate, and efficient service of meals to senior participants.

The position includes preparing the dining and kitchen areas for meal service, serving meals, maintaining participant and meal-count records, completing required nutrition-program paperwork, cleaning and sanitizing the kitchen and dining areas, washing dishes, and completing all duties associated with the daily meal program.

The Nutrition Assistant works under the direction of the Senior Center Manager and must comply with Village policies, food-safety requirements, and applicable City of Albuquerque and senior nutrition program requirements.

Essential Duties and Responsibilities

- Prepares the kitchen, serving area, and dining area for daily meal service.
- Receives, organizes, prepares, and serves meals in accordance with established meal-service procedures.
- Serves both bulk meals and individually prepared or packaged trays as required.
- Completes required training and maintains any certification necessary to handle and serve bulk meals and meal trays.
- Greets meal participants and assists seniors during meal service.
- Obtains participant names and other required information necessary for accurate daily meal counts.
- Maintains accurate daily records of meals served.
- Completes meal-count sheets, participant records, sign-in sheets, and other required documentation.

- Prepares and submits required meal-program paperwork to the City of Albuquerque or other applicable program administrator in accordance with established procedures and deadlines.
- Reviews meal records for completeness and accuracy before submission.
- Maintains organized records relating to meal service, meal counts, participant information, and nutrition-program documentation.
- Maintains confidentiality of participant information.
- Monitors meal service to help ensure each meal is properly accounted for and served in accordance with program requirements.
- Washes dishes, utensils, trays, serving equipment, pots, pans, and other kitchen items following meal service.
- Cleans and sanitizes counters, sinks, tables, serving areas, kitchen equipment, and other food-contact surfaces.
- Sweeps, mops, and maintains kitchen and dining areas in a clean and sanitary condition.
- Removes trash and properly disposes of food waste and other materials.
- Properly stores food, supplies, utensils, and equipment.
- Assists with maintaining an adequate supply of kitchen, meal-service, cleaning, and sanitation supplies.
- Monitors supplies and reports needed items to the Senior Center Manager.
- Assists with receiving and checking meal deliveries and reports shortages, damaged items, incorrect orders, temperature concerns, or other problems.
- Follows proper procedures for food handling, sanitation, storage, temperature control, and prevention of food contamination.
- Maintains a clean, safe, orderly, and sanitary kitchen environment.
- Reports equipment problems, safety concerns, food-service issues, or participant concerns to the Senior Center Manager.
- Assists with special meals, celebrations, holiday meals, Senior Center events, and other food-service activities as needed.
- Works cooperatively with the Senior Center Manager, Program Coordinator, other Senior Center staff, volunteers, and Village employees.
- Provides courteous and respectful customer service to senior participants and members of the public.
- Performs other duties related to Senior Center meal service as assigned.

Knowledge, Skills, and Abilities

The successful employee should possess:

- Ability to work effectively and respectfully with senior adults.
- Ability to provide friendly, professional, and courteous customer service.
- Ability to accurately count meals and maintain participant and meal-service records.
- Ability to complete required forms and paperwork accurately and on time.
- Ability to follow written and verbal instructions.
- Ability to learn and follow City of Albuquerque, Village of Tijeras, and applicable senior nutrition program requirements.
- Knowledge of or ability to learn basic food-service sanitation and safe food-handling practices.
- Ability to safely use kitchen appliances, equipment, utensils, and cleaning products.

- Ability to organize daily work and complete required duties within the meal-service schedule.
- Ability to maintain confidentiality of participant information.
- Ability to work cooperatively with staff, volunteers, vendors, and senior participants.
- Ability to recognize and report safety, sanitation, food-quality, or operational concerns.

Education and Experience

- High school diploma or high school equivalency credential, such as a GED, preferred.
- Previous experience in food service, institutional kitchens, senior services, customer service, or a similar environment is preferred but not required.
- An equivalent combination of education, training, and experience demonstrating the ability to perform the duties of the position may be considered.

Additional Requirements

- Must successfully complete all required food-handling, food-safety, nutrition-program, and meal-service training.
- Must obtain and maintain any certification required to serve bulk meals and meal trays.
- Must comply with applicable food-safety, sanitation, and nutrition-program requirements.
- Must be dependable and available during the established Senior Center meal-service schedule of 10:00 a.m. to 2:00 p.m.
- Must be able to work additional or adjusted hours occasionally for special meals or Senior Center events when requested.
- Must be able to perform the essential functions of the position with or without reasonable accommodation.

Compensation and Benefits

This is a permanent part-time position regularly scheduled for four (4) hours per day, Monday through Friday, for a total of approximately twenty (20) hours per week.

The position is subject to participation in the New Mexico Public Employees Retirement Association (PERA) in accordance with applicable PERA requirements.

Eligible benefits include:

- Paid Village holidays based on the employee's regular work schedule;
- Accrued paid vacation leave;
- Accrued paid sick leave;
- Medical insurance;
- Dental insurance;
- Vision insurance;
- Life insurance; and
- Other employee benefits available to eligible Village employees.

Vacation and sick leave are accrued at the applicable rate for the employee's part-time work schedule in accordance with Village personnel policies.

Insurance coverage, retirement participation, leave, and all other employee benefits are subject to applicable Village policies, plan documents, eligibility requirements, and employee contribution requirements, where applicable.

Physical Requirements

The position requires frequent standing, walking, reaching, bending, lifting, carrying, and repetitive hand and arm movements associated with food service and dishwashing.

The employee must be able to safely lift, carry, move, and handle food containers, trays, dishes, supplies, kitchen equipment, and other materials commonly used in Senior Center meal service.

The position involves regular exposure to hot food, hot water, kitchen appliances, cleaning products, wet surfaces, and typical commercial or institutional kitchen conditions.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Work Environment

Work is primarily performed in the Village of Tijeras Senior Center kitchen and dining areas. The employee works closely with senior participants, other employees, volunteers, meal providers, and members of the public.

Regular and dependable attendance is an essential requirement of the position because the employee is responsible for time-sensitive daily meal-service duties.

Disclaimer

This job description describes the general nature and level of work assigned to this position. It is not intended to contain a comprehensive listing of every duty, responsibility, or qualification required. Duties may be modified or additional duties assigned based on the operational needs of the Village of Tijeras.