Community Agency for Senior Citizens, Inc.
120 Stuyvesant Place, Suite 409
Staten Island, NY 10301
Tel: 718-981-6226
www.cascsiny.org

Job Title: Kitchen Aide

Organizational Values: The Community Agency for Senior Citizens (CASC) assists Staten Islanders aged 60 and older to live as independently as possible in the community. We do this by working hand-in-hand with older adults, respecting their right to make decisions for themselves, honoring their life experiences and heritage, and recognizing the importance of friends, relatives and community in creating supportive environments for people as they age.

Job Summary

Under the supervision of the Cook/Asst. Director, the Kitchen Aide is responsible for assisting with meal prep, food service, facilitation and adherence to the cleaning schedule and sanitation standards mandated by NYC Aging and NYS Department of Health and Mental Hygiene.

Responsibilities and Duties

- Assist with meal preparation, cooking, portioning and serving food.
- Assist with meal service, and packaging and/or delivery of meals as needed.
- Clean and sanitize pots, pans, cooking utensils and trays.
- Assist with cleaning and sanitizing kitchen, kitchen equipment, as well as dining, serving and food storage areas.
- Empty waste baskets and garbage cans.
- Receive, unpack, store and label food and supplies according to protocols and procedures.
- Maintains the Center's kitchen in accordance with the policies established by the New York City Department of Health and Mental Hygiene (NYSDOHMH) and New York City Aging.
- Attend mandatory in-service trainings.
- Facilitate and adhere to daily/weekly cleaning schedules and ensure that highly used areas are appropriately cleaned and sanitized regularly.

- Responsible for taking and recording temperatures of meals prior to service and follows mandates and procedures to ensure compliance.
- Responsible for taking and recording temperatures of refrigerator(s) and freezers(s) in the mornings and afternoons to ensure equipment is operating according to specs.
- In absence of janitor, assume responsibilities for cleaning other areas of center and garbage removal.
- Perform other appropriate tasks as deemed necessary by your immediate supervisor.
- Coverage and/or travel Between OACs will be required.

Qualifications

- High School Diploma or GED required and/prior experience in a kitchen position (preferably with senior center experience) and custodial experience.
- Ability to lift heavy objects – up to 50lbs.
- Work with clients who are 60 or older (preferred).
- Work may be conducted at either OAC center where needed.
- Walking, climbing, standing, and lifting are required.
- NYCDOHMH food handlers permit

Schedule

- Monday to Friday 7am to 3 pm

Salary and Benefits

- $36,000 - $38,000 annually
- 1199 SEUI union position
- Medical
- Pension
- Generous PTO and Holidays

Send resumes to jobs@cascsiny.org