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The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time (20-29 hours/week) **Prep Cook/Meal Runner Float** in Manistique. Scheduled days and hours vary depending on need. Monday-Friday from approximately 7:00 a.m. to 12:30 p.m., with no weekends or holidays.

A high school diploma or equivalent is required.

We are looking for applicants that have experience in bulk food prep (catering capacity) and to fill-in for other positions as needed. Applicants must have good rapport with senior citizens, have organizational skills and have a good driving record. Willing to train the right individual.

Entry wage is \$11.00 – \$11.50 depending on experience.

Benefits include 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to the Senior Nutrition Program, Attention: Julie Ott, 101 Main St., Manistique, MI 49854 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

**Job Title:** Prep Cook/ Meal Runner Float  
**Revised:** July 2022  
**Reports To:** Site Manager

**Location:** Manistique Kitchen  
**Program:** Senior Services  
**Classification:** Non-Exempt, Hourly, Part-Time

### **PREP COOK POSITION OVERVIEW**

Assists with preparation and packing of home delivered and congregate meals for program participants, and other contracted meals. Comply with Michigan Health Department standards as well as nutrition program standards for all kitchen operations.

#### **REQUIREMENTS**

- High school diploma or equivalent.
- Experience in quantity cooking.
- Perform heavy work (lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds), stand/walk for up to six hours, use hands for repetitive grasping, frequently bend and twist body, work around stoves, convection ovens, steamers and other commercial kitchen equipment, handling hot pots and pans.
- Ability to work effectively with co-workers and supervisors.
- Submit to criminal background check.

#### **JOB ESSENTIALS**

- Accurately package and track meal counts for each route and congregate sites.
- Assist with food and supply inventories. Shelve and properly mark inventory as requested.
- Maintain safe food temperatures while preparing and packing food to assure meals reach program participants safe food temperature set by Michigan Department of Public Health.
- Assist with assigned cleaning.
- Work a flexible schedule to allow for increase/decrease in meal counts and duties.
- Maintain client/participant confidentiality.
- Participate in required staff trainings and meetings

### **MEAL RUNNER POSITION OVERVIEW**

Deliver meals to the homebound, and in some cases, congregate and contracted meals. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

#### **REQUIREMENTS**

- Must possess valid driver's license with an acceptable driving record and vehicle must be insured.
- Experience working with public helpful.
- Must be able to make good decisions, including during emergency situations.
- Must be able to get in and out of a vehicle, climb stairs, and drive and walk in adverse conditions, i.e., snow, ice, rain, etc. Must be able to lift 30 pounds and load meal component receptacles into car.
- Must submit to criminal background checks.

## **JOB ESSENTIALS**

- Assist with packing meals, double check to make sure all meal components are accounted for, and load meals into vehicle.
- Maintain efficient meal routes and accurate documentation sheets, including meals delivered and cancellations.
- Make donation summaries in self-addressed envelopes available to clients for donations on a monthly basis.
- Must be aware of change in client's health or environment and report any changes to center staff.
- Must either see or hear client to insure client is home and all is well.
- Follow procedures that ensure the best possible meal temperatures throughout route. Meal temperatures must be recorded at least once a month.
- Record meals delivered on route sheets, track cancellations.
- Wipe down daily equipment (i.e., trays, coolers, meal containers, etc.) used in packing and delivery of meals.
- Keep vehicle clean and well-maintained.
- Follow proper lifting procedures.
- Follow nutrition services policies and procedures.
- Maintain client/participant confidentiality.
- Other duties as assigned by the supervisor.
- Attend all trainings and meetings as required by supervisor

### **ADA Physical Activities Checklist**

#### **1. The physical activity of the position.**

- A. Climbing: Ascending or descending ladders, using feet and legs and/or hands and arms. Body agility is emphasized.
- B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching.
- C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Reaching: Extending hand(s) and arm(s) in any direction.
- G. Standing: Particularly for sustained periods of time.
- H. Walking: Moving about on foot to accomplish tasks.
- I. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- J. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- K. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- L. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Q. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

R. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

**2. The physical requirements of this position**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**3. The visual activity requirements, including color, depth perception, and field vision.**

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e. Custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

**4. The conditions the worker will be subject to in this position.**

A. The worker is subject to environmental conditions. Protection from the weather conditions but not necessarily from temperature changes.

B. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than an hour. Consideration should be given to effect of other environmental conditions, such as wind and humidity.

C. The worker is subject to noise. There is a sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND  
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF  
SENIOR SERVICES DIRECTOR OR**