



## Job Description

Position title	Department	Reports to
<b>Food Service Worker</b>	<b>Kitchen Operations</b>	<b>Cold Production &amp;/or Hot Production Supervisors</b>
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time 10:00am-6:00pm <input type="checkbox"/> Part-time Wednesday-Sunday	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt Salary rate \$17.87 hr	07/21/2025

**Purpose:** The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Food Service Worker position provides support to Kitchen Operations by providing kitchen production services such as packing cold items, assisting on the cold and hot production lines, counting and packing frozen meal packs, snacks and breakfast meals, cleaning and sanitizing kitchen surfaces and meal delivery containers. This position also assists with cooking prep duties that may include washing produce, cutting, chopping, and peeling

### Essential Duties and Responsibilities:

- Washes, peels, chops, cuts and packs foodstuffs under the direction of the Kitchen Production Supervisors
- Prepares and packages cold and hot packs for delivery
- Prepares weekend snacks.
- Prepares and/or packages breakfast meal packs
- Prepares bags with labels for frozen meals
- Packs Sunday meals
- Assists with the cleaning of the food preparation equipment and other kitchen tools or areas.
- Cleans and sanitizes meal delivery carriers (bags, coolers, Cambro's, etc.)
- Follow all health and safety/ FDA guidelines
- Adheres to existing work practices, methods, procedures and new or alternative systems.
- Ability to work on both the cold and hot production sides of the kitchen
- Ability to be the lead on both hot and cold production lines, &
- Ability to anticipate and produce (including the ability to lift the boxes/trays necessary) the supplies from the freezer, refrigerator and/or cooks' line as needed to keep production lines running smoothly and continuously.



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### Minimum Qualifications (Knowledge, Skills, and Abilities)

- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions and instructions
- Background Fingerprint Clearance
- Drug Test Clearance

### Physical Demands and Work Environment

The performance of duties involves working in a kitchen environment and standing for extended periods of time and the physical abilities to stand for extended periods of time while working and to perform repetitive motions and lift/move objects of 35 pounds or more.

- Ability to safely and successfully perform the essential job functions to include: production line work at sufficient speeds to ensure the production team meets route dispatch times, ability to safely chop, peel, cut etc., ability to carefully follow sanitation procedures in order to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff and volunteers in a professional and respectful manner

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

**Reviewed with employee by:**

**Signature:** \_\_\_\_\_



St. Vincent Meals on Wheels

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## Job Description

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

Received and accepted by:

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable



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