



Job Description

Job title: Meal Handler - Distribution Site

Department: Senior Meals Program

Reports to: Food Service Manager

FSLA Status: Non-Exempt

General Description

The Meal Handler is responsible for the safe handling, assembly, distribution of meals and maintaining a welcoming environment in the senior meal program.

Primary Responsibilities

- Receive meal delivery and ensure accuracy in meal count received
- Receive and put away supply orders
- Report any problems with the meal or supplies to the Food Service Manager
- Clean and set up meal assembly area before and after meal distribution, including floors
- Provide welcoming meal distribution table and environment, including placement of any outdoor signage
- Assemble and distribute meal bags to participants
- Place left over meals in to walk-in, tracking inventory for FIFO
- Cleaning in kitchen, including equipment and floors
- Follow all Hazard Analysis Critical Control Points (HACCP) principles
- Follow all ServSafe principles
- Assist Meals Site Administrator with paperwork when needed
- Keep inventory of supplies updated
- Attend all training and in-service meetings
- Fill in as Meals Site Administrator
- Perform other duties as assigned

The minimum qualifications, physical demands and work environment characteristics described below are representative of those that must be met or will be encountered by an employee while performing the primary responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

Minimum Qualifications

- High School Diploma/GED
- Previous experience in community service preferred; interest in serving others
- Experience in food service, preferred
- Possess a general understanding of the needs and problems of the elderly as a group
- Must be able to read, speak and write English fluently; Bilingual preferred (Spanish, Mandarin, Cantonese)

- Ability to follow verbal and written instructions in English
- ServSafe Food Handler, or become certified within 2 weeks of hire. Responsible for keeping current

Dress Code

All ServSafe rules must be followed including:

- Fingernails are to be kept short. No false nails, nail polish, or false eyelashes allowed
- No jewelry, such as necklaces, dangling earrings, watches, or bracelets.
- Only jewelry exceptions are plain metal band rings and small stud earrings
- Food industry dress code including, but not limited to, close-toe slip resistant shoes, grease deflecting pants (partial nylon), and clothing that cover the upper forearm

Physical Demands

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 50lbs
- Standing for long periods of time, possibly full shift
- Vision abilities required include close vision, distance vision, and ability to adjust focus
- Finger dexterity for activities such as recording money, grasping and repetitive motions

Work Environment

- The work is performed indoors and outdoors
- Able to withstand extreme temperatures, hot and cold

General Competencies

Interpersonal

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer

Organizational

- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards
- Adhere to company policy and procedure; support Spectrum's goals and values

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(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.