

**BADEN STREET SETTLEMENT INC.**

**JOB DESCRIPTION:**

**Department:** Emergency and Family Assistance

**Location:** 13 Vienna street

**Job Title:** Mature Adult Resource Center Assistant Coordinator (M.A.R.C.)

**General requirements:**

Under the supervision of the MARC coordinator and in accordance with the policies of the Board of Directors of Baden Street Settlement of Rochester, Inc, the Kitchen Aide is responsible for serving the food in the Mature Adult Resource Center to the senior participants, keeping the food at proper temperature before and during serving, keeping the kitchen and serving area sanitized and clean in the area after serving.

**Know How:**

In order to effectively carry out the duties of this position, the Kitchen Aide must have 6 hours of food safety training, in addition, good skills in coordination and communication and the ability to establish good working relationships both internally with staff and externally with client and the community.

**Job Requirements:**

**With Participants:**

- Be polite, courteous and helpful to the participants.
- Serve food in a sanitized manner
- Serve portions size according to MCOFA menus
- Wear hair net while serving food.
- Do not pack leftovers for the seniors or staff (This is a health hazard)

**With Program and Department:**

- Attend Food Safety training as required by program
- Keep food at appropriate temperatures
- Calibrate the thermometer daily prior to checking food.
- Clean dishes, table, trays and steam table daily
- Keep entire area sanitized neat and orderly
- Monitor supplies weekly and report any shortage to Coordinator.

**With Agency:**

- Adhere to all agency policies and personnel code.
- Attend meeting as required

**With community:**

- Uphold the agency in appropriate manner at all time in the community.

**With Supervisor:**

- **Meet with supervisor on a regular schedule basis**
- **Other duties may be assigned by supervisor.**

**Qualifications:**

- **High School Diploma or G>ED and six hours of Food Safety Training.**  
**Or**
- **Equivalent training and experience which indicates the ability to satisfactory carry out the assigned duties and 6 hours of Food Safety Training.**