



**City of Meriden  
JOB ANNOUNCEMENT**

**Nutrition Site Worker - Meriden Senior Center  
*Part-Time (19.75 hrs/week)***

The City of Meriden, Department of Health and Human Services, is hiring a part-time Nutrition Site Worker to work in the kitchen of the Meriden Senior Center.

Nutrition Site Worker duties include serving prepared foods to participants in the nutrition program that include salad, milk, bread, entrée and dessert. The position also prepares light breakfast foods on a per order basis for Senior Center members. The Nutrition Site Worker assists in keeping the work area, equipment, utensils, storage rooms, kitchen and dining room in a clean, orderly fashion as directed by the Senior Affairs Administrator.

The candidate should have general knowledge of nutrition and dietary needs and preferences of the elderly, and general knowledge of food service standards and proper sanitation and cleanliness in a food service setting. The ability to follow written and verbal instructions and to take responsibility for assigned tasks is a must.

Qualifications include graduation from high school or the equivalent, some experience with elderly clients, some experience in food service or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Must obtain certification as a Certified Food Protection Manager within 3 months of hire.

Hours of work are Monday through Thursday, 9:00am to 1:00pm, and Friday 9:00am to 12:45pm. The starting salary is \$15.00 per hour. Apply online at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridencct.gov](mailto:humanresources@meridencct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. The last date to apply is Monday, April 22, 2019, or when the first 25 applications/resumes are received. The City of Meriden has an anti-nepotism policy. Please review the policy on the City of Meriden website. E.O.E



## **Meriden Senior Center**

### **Nutrition Site Worker**

#### **General Description:**

This is a part-time position in the Department of Health and Human Services, Meriden Senior Center, working as a food service worker in the kitchen. Duties include set-up, preparation, serving and clean-up for the daily hot lunch program at the Senior Center. This position also cooks light hot breakfast foods as part of the breakfast program.

#### **Supervision Received:**

Works under the direct daily supervision of the Senior Affairs Administrator.

#### **Examples of Duties:**

Assist in keeping work area, equipment, utensils, storage rooms, kitchen and dining room in a clean, orderly fashion as directed by the Senior Affairs Administrator.

Sets up morning coffee for Senior Center members.

Serves prepared foods to participants in the nutrition program that include salad, milk, bread, entrée and dessert and ensures that all participants have utensils, napkins, cups, condiments, and related items as needed.

Cleans up after the meals, wipes down tables, disposes of trash, and performs other related duties as necessary for the proper operation of the program.

Prepares light breakfast foods on a per order basis for Senior Center members. May collect fees for breakfast and snack items from Senior Center members.

Performs all other related duties as assigned.

#### **Knowledge, Skills and Abilities:**

General knowledge of nutrition and dietary needs and preferences of the elderly.

General knowledge of food service standards and accepted practices.

General knowledge of proper sanitation and cleanliness in a food service setting.

Ability to follow written and verbal instructions and to take responsibility for assigned tasks.

Training in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils.

**Qualifications:**

Graduation from a high school or the equivalent, some experience with elderly clients, some experience in food service or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Certification as a Certified Food Protection Manager within 3 months of hire.

*July 2015  
Rev. April 2019*