



214 South Love Lovington, NM 88260
575.396.2884

PART-TIME KITCHEN ASSISTANT

Position Description

Department:	Senior Citizens Center	Reports to (title):	Sr. Citizens Ctr. Director
Pay:	\$14-15/hr	Effective Date:	November 25, 2024
Hours/week:	20 hrs per week	Revised Date:	March 7, 2025
Type of Position:	Part-time		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.

POSITION PURPOSE

The purpose of this position is to perform a critical role in maintaining a clean, sanitary and safe environment in all of our food service areas; practicing all safety and loss prevention procedures. This is a part-time position, requiring flexibility to work varying hours as needed.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assist cook in preparing meals – both congregate, grab & go and home delivered meals
- Assist with the cleaning of the kitchen area and storerooms
- Assist with the cleaning of both large and small dining rooms
- Assist with cleaning of all tables and surface areas
- Properly washing and sanitizing all dishes, silverware, glasses, utensils and all cooking equipment (pots & pans)
- Help deliver meals to home-bound senior citizens
- Keeping transport vans clean
- Maintaining Home delivered logs, including temperature readings and vehicle travel mileage
- Must be willing to attend job related workshops.
- Uses Personal Protection Equipment
- Flexibility with work schedules
- Other duties as assigned by supervisor

QUALIFICATIONS

- Experience:
- Previous kitchen experience is a plus
- Education:
- High School Diploma or GED highly desired



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Mandatory Knowledge,
Skills, Abilities and
Other Qualifications:

- Must be able to communicate with and respond to the needs of Senior Citizens.
- Must exhibit a high degree of patience and tact, be dependable, trustworthy and honest.
- Must have a neat and clean appearance and be presentable to the public. Good personal hygiene is mandatory.
- Must be able to successfully pass a drug screening, physical screening, background check and Tuberculosis test.
- Must be able to successfully pass a criminal background screening.
- Must have and maintain a valid New Mexico Driver's License with a good driving record.
- Must be able to lift 35 lbs.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The candidate will work both inside and outside in all weather conditions and with potential hazards including exposure to sun, wind, rain, snow, dust, and traffic.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee will be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- Mental demands: There are a number of deadlines associated with this position. The employee must also be able to multi-task and interact with a wide variety of people on various issues.