



214 South Love Lovington, NM 88260 | 575.396.2884

KITCHEN AID / COOK AID

Position Description

Department:	Senior Citizens	Reports to (title):	Director of Senior Citizens
Job Code:	N/A	Supervises:	None
Pay Grade:	Pay Grade #1	Classification:	Non-exempt
Hours/week:	20 hrs per week	Effective Date:	July 7, 2026
Type of Position:	Part-time	Revised Date:	July 7, 2026

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.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The Kitchen Aid / Cook Aid is a part-time position within the City of Lovington Senior Citizens Department. Under the direct supervision of the Kitchen Cook, this position supports daily meal preparation and service for both the Congregate Dining and Home-Delivered Meal programs. The Kitchen Aid assists with food preparation, kitchen and dining room sanitation, dishwashing, and the delivery of meals to homebound senior citizens. This position plays a vital role in ensuring that seniors receive nutritious, safely prepared meals in a welcoming and well-maintained environment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Duties include but are not necessarily limited to the following:

- Assist the cook in preparing meals for both the Congregate Dining and Home-Delivered Meal programs.
- Assist with cleaning the kitchen area and storerooms.
- Assist with cleaning both the large and small dining rooms.
- Clean all tables and surface areas.
- Wash dishes, including pots and pans.
- Assist with delivering meals to homebound senior citizens.
- Keep delivery vans clean and maintained.
- Maintain Home-Delivered Meal logs, including temperature readings and mileage records.
- Attend job-related workshops and training as required.
- Perform additional duties as directed by the supervisor.

MINIMUM MANDATORY QUALIFICATIONS

Education & Licensing:

- High school diploma or equivalent preferred.
- Must obtain and maintain a valid Food Handler's certification.
- Must possess and maintain a valid New Mexico Driver's License.

Experience:

- Previous kitchen, food service, or related experience is a plus.

Pre-Employment Requirements:

- Must be able to pass a driver's license check, criminal background, drug test, and TB test.

Position Description

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Ability to communicate effectively and respond to the needs of senior citizens.
- Must exhibit a high degree of tact, patience, dependability, and trustworthiness.
- Must maintain a neat, clean, and presentable appearance.
- Ability to work regularly scheduled hours and remain flexible with schedule changes as directed by the supervisor.
- Must be able to lift and carry at least 35 pounds.
- Must be willing to attend job-related workshops and training.
- Hours are subject to change based on the needs of the Senior Citizens Center.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and Spanish preferred.
- Experience working with senior citizens or in a social services setting.

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 employee works primarily in a commercial kitchen setting, which may include exposure to heat, steam, cleaning chemicals, and varying noise levels. The work environment can be fast-paced, particularly during meal preparation and service periods.

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 is frequently required to stand, walk, bend, reach, and lift. The employee must be able to lift and carry up to 35 pounds. The position also requires driving a delivery vehicle to transport meals to homebound senior citizens.

Mental demands:

The employee must be able to follow instructions, manage time effectively during meal service periods, and interact compassionately with senior citizens and colleagues. Attention to detail is required for maintaining accurate meal delivery logs and temperature records.

Disclaimer:

The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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