



PACE Yourself for Something Great!

Work with us as El Paso's Only Program of All-Inclusive Care for the Elderly

Position Title:

Kitchen Aide

Job Location:

El Paso, TX

Position Type :

Regular Full-Time &
Part- Time
Non-Exempt



Our mission is to provide the frail senior the Program of All-Inclusive Care for the Elderly (PACE), a patient-centered, comprehensive healthcare delivery system in a community setting that advocates and promotes quality of life, optimum independence, dignity and choices in a nurturing environment.

Our staff are compassionate and observant professionals who strive to improve the quality of life for each of our participants.

BENEFITS

Bienvivir All Inclusive Health offers the following benefits to all 30 hour part-time and full-time employees.

- ✦ **Medical Plan** We pay 100% of Employee Only coverage
- ✦ **Dental Plan** We pay 100% of Employee Only coverage for a comprehensive dental plan with \$0 out of pocket costs for preventative care.
- ✦ **Vision Plan** Provides eye exams and eye wear with a low cost co-payment.

- ✦ **Retirement Savings Plan (403b)** We provide an employer match benefit after one year of service.
- ✦ **Company Provided Life Insurance** Up to \$10,000 with the option for you to purchase additional insurance coverage.
- ✦ **Voluntary Dependent Life** You may purchase life insurance for your eligible dependents.
- ✦ **Paid Time off** we offer PTO hours to all regular full-time and part-time employees

JOB DESCRIPTION

The Kitchen Aide under the guidance of the Food Service Supervisor is involved in multiple activities to support meal service to participants, employees and other individuals. Major responsibilities include: 1) Working in the kitchen with basic food preparation, pre-prep assistance for cooks, and food portioning, 2) Serving elderly participants directly or through setup of meal trays, 3) Working in a dish room operating an automated dish machine and manual ware-washing three-compartment sink, in addition to overall kitchen cleaning responsibilities. Kitchen Aides must be able to demonstrate sensitivity and professional behavior working with elderly and support staff.

REQUIRED SKILLS

- ✦ Prepare and/or portion menued foods according to the day's menu spreadsheet, production sheet, forecasted amounts and any recipe. Preparation will normally be limited to canned foods, simple mixes, cold foods or assisting the Cook or Assistant Cook in some part of a recipe—for example peeling potatoes, readying fresh fruits or vegetables.
- ✦ Assure that texture-modified foods and thickened liquids always meet the defined texture, whether prepared or to be portioned by kitchen aide.
- ✦ Obtain and assure that all dishware, serving utensils and supplies needed for meal service are available and in good condition. Pre-set any service area—pre-heating equipment, brew coffee/iced tea. Communicate well with Supervisor or Cook for any needs or questions related to the quality of products being served, equipment operation, etc.
- ✦ Set-up and package home-delivered meals, snacks, floor supplies, supplements or special function needs.
- ✦ Set-up employee or staff meal service area, assure all foods and supplies are available, that food temperatures and quality is acceptable.
- ✦ Set-up/serve meal components according to menu, tray cards, etc., following all special diet standards and operating procedures.

- ✦ Breakdown serving area(s), clean and sanitize, handle leftovers per Supervisor, sort participant tray cards for intakes. Deliver and retrieve trays from all center areas with the exception of the dayroom.
- ✦ Work in dish room, setting-up and operating dish machine, three-compartment sink, process and dispose of trash outside.

REQUIREMENTS & QUALIFICATIONS

- ✦ High School Diploma or GED equivalency.
- ✦ Current Food Handlers Card.
- ✦ Current CPR Certification.
- ✦ TB Test results.
- ✦ Prior experience in healthcare food services preferred.
- ✦ Prior experience working with the elderly preferred.
- ✦ Bilingual English/Spanish preferred.
- ✦ Able to read, write, and speak in English.
- ✦ Able to follow verbal and written instructions from supervisor/manager.

