

MEALS ON WHEELS PROGRAMS & SERVICES OF ROCKLAND, INC.
ROCKLAND CENTRAL COMMISSARY DIVISION
JOB DESCRIPTION

TITLE: **ROUNDSMAN/ STOCK CLERK**

HOURS: **25 HOURS PER WEEK**

SUPERVISOR: **ASSISTANT MANAGER/ DIRECTOR OF FOOD SERVICE OPERATIONS**

SUMMARY STATEMENT OF POSITION:

The Roundsman/Stock Clerk is responsible for performing various kitchen and production tasks, including: receiving and storing food and paper products, working the production line, packaging meals, maintaining cleanliness of commissary kitchen, warehouse, and storage areas. And performs other tasks as assigned.

REGULAR TASKS:

1. Responsible for receiving all food and paper product deliveries and properly storing items
2. Adheres to instructions provided by Assistant Manager and Director
3. Assists cooks with pulling food products as needed for daily prep
4. Organizes paper & janitorial supplies closet and warehouse
5. Assists with the organization of food products in refrigerators and freezers
6. Responsible for the sanitary maintenance of all food storage areas and warehouse
7. Assures that temperatures of refrigerators and freezers are maintained and recorded in the logbook
8. Assists with various production and cleaning tasks as assigned
9. Performs job responsibilities in a safe and healthy manner, promptly reporting any safety or health issues to supervisor.

EXPERIENCE AND SKILLS REQUIRED:

- Experience receiving and storing food products
- A self-starter with abilities to work independently and perform repetitive tasks.
- Capable of standing, lifting 50 lbs., bending and walking most of the day.
- Ability to work cooperatively with all people.
- Ability to work in warm and cold kitchen and storage environments
- Must be capable of following written and oral directions.

Employee Signature

Date

Supervisor Signature

Date

AN EQUAL OPPORTUNITY EMPLOYER