



### **Nutrition - Kitchen Aide / Site Administration**

Lake County Council on Aging is seeking an energetic and committed early-riser to work in a fast-paced environment to receive deliveries, heat food, clean/maintain kitchen equipment and perform administrative tasks in a senior nutrition facility. Must have prior food service experience and/or be willing to learn safe food handling, hygiene / communicable disease prevention practices. Must possess good oral and written communication skills and be able to follow instructions. **Position requires basic reading, intermediate computer and math skills**, and ability to work with a diverse population of volunteers. Position requires frequent 20+ pounds lifting, bending, and standing for extended periods of time.

Approximately 60% time spent executing office administration duties including, but not limited to, volunteer relations/ coordination, client phone and e-mail communication, and information inputted into computer system.

Please consider: No scheduled evenings and weekends, plus you will earn vacation and holiday pay after successful completion of introductory period.

Candidates must pass comprehensive background check.

Schedule: 7:30 to 11:30am - Monday thru Friday

Job Type: Part-time

Salary: \$9.00 /hour plus earned vacation, holidays after introductory period.

Please forward application, resume or work history to: [HumanResources@lcco.org](mailto:HumanResources@lcco.org)