

PENINSULA VOLUNTEERS ROSENER HOUSE
ADULT DAY SERVICES

- POSITION TITLE:** Dishwasher, Part-time,
Monday-Friday 10:30-2:30
- AGENCY:** Peninsula Volunteers, Inc. is a private, non-profit, agency that develops and administers programs for the aging population of the San Francisco mid-peninsula region.
- PROGRAM:** Peninsula Volunteers Rosener House Adult Day Services
500 Arbor Road, Menlo Park, CA
- POSITION:** Provide kitchen assistance in a day care center for disabled older adults.
- REQUIREMENTS:** Dependability. Awareness of cleanliness, health and safety issues. Ability to lift and move trays of dishes weighing 25 pounds. Ability to understand and follow written and oral directions, and to work independently. Ability to work as part of a team. California Dept. of Justice and Dept. of Social Services criminal record clearance required prior to employment.
- ACCOUNTABILITY:** Reports to Program Manager for day-to-day direction. Program Manager and Director evaluate this position.
- DUTIES AND RESPONSIBILITIES:** Receive and document lunch delivery and other orders.
Set tables for lunch.
Assist with serving lunch and coffee.
Clean dining room tables after lunch.
Learn the proper operation of the dishwashing machine and the specific requirements of the CA Department of Health regarding the washing of dishes.
Organize return of dirty dishes and the rinse process. Complete the proper washing and return the dishes to their proper place for use at the next meal.
Clean serving and cooking utensils.
General kitchen cleaning according to cleaning schedule.
Maintain confidentiality.
Other duties as needed.
- BENEFITS:** Paid holidays, vacation, sick leave (pro-rated)
- TO APPLY FOR POSITION:** Send Resume to jobs@penvol.org or call Human Resources at 650-272-5105