



840 Main Street  
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### VACANCY FOR KITCHEN AIDE

**Posting Date: SEPTEMBER 7, 2018**

**Salary: \$35,217 – 43,513**

The City of Peekskill is seeking a full-time Kitchen Aide for the Nutrition/Senior Program. Please see the attached job description for a complete list of duties and responsibilities.

Interested candidates must submit a letter of interest, resume and application to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jduncan@cityofpeekskill.com](mailto:jduncan@cityofpeekskill.com)). Employment Applications can be obtained from the Human Resources Office or the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department webpage).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

**Application Deadline: SEPTEMBER 17, 2018**



**CITY OF PEEKSKILL  
JOB DESCRIPTION**

Job Title: Position Number:	<b>Kitchen Aide</b>	Department: Department Number:	<b>Nutrition/Seniors</b>
Reports to:	<b>Nutrition Site Manager</b>	Civil Service Classification:	<b>Labor</b>
Prepared by:	<b>City of Peekskill Department of Human Resources</b>	Employment Status:	<b>Full-Time</b>
		FLSA Status:	<b>Non-Exempt</b>

**JOB SUMMARY**

Performs routine manual work in connection with the kitchen operations of a nutrition program. Does related work as required

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Loads, operates and unloads dishwashing machines and hand washes food preparation and serving equipment, utensils, pots, pans, etc.;
- Delivers and stores clean dishes and utensils to proper storage area;
- Cleans kitchen area, tables, cabinets, equipment, etc.;
- Disposes of trash and garbage;
- Brings food deliveries to storage area(s);
- Assists in loading food trays on carts or trucks for delivery;
- Maintains and cleans storage area and assists cook in maintaining inventory control sheet;
- Assists cook(s) in moving/lifting bulk food items, stockpots, trays, etc.;
- Performs related kitchen duties as required and assigned.

**MINIMUM QUALIFICATIONS** (As adopted by the Westchester County Human Resources Department)

None

**PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk. The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

**ENVIRONMENTAL CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.