



## Pan de Vida Associate Job Description

### Program Description

Pan de Vida is a program that prepares and delivers nutritious meals to any resident in Immokalee, who is a senior homebound as the result of age, disability, or illness.

### Duties and Responsibilities

- Start cooking at 7:00 a.m. Monday (or Wednesday)
- Cook recipes according to established menu
- Pack the correct amounts of meals, making sure that the correct number of meals and the correct type of meal and diet is delivered to each client.
- Deliver meals to customers beginning at 11:30 a.m.
- Completing forms and paperwork during and after delivery of meals. It includes using appropriate time with each client to check on them and learn about their specific needs as reporting any problems on the process.
- Ensure that the food prep area and kitchen are cleaned and sanitized at the end of your shift.
- Label and date all products when stored.
- Assist in preparing bags and/or boxes of food (eggs, milk, fresh vegetables, meat, and pantry items) twice per month for each client.
- Assist in preparing 1 bag with hygiene and cleaning items once a month for each client.
- Assist in preparing every two months a bag with clothes, shoes, towels, and bedding for each client.
- Performing other duties as assigned.

### Knowledge and Skills

- Knowledge of kitchen safety procedures (\*safe temperatures at which ingredients should be stored, \*correct temperatures in food preparation)
- Knowledge of cooking large volumes of food.
- Must be able to lift at least 40-50 pounds regularly.

- Physical ability to manage stairs, walk to senior residences, and enter and exit your vehicle 15-20 times in a two-hour period.
- Must be organized and be able to prioritize prep tasks to meet the needs of the day.

### **Other requirements**

- Valid Driver's license, proof of car insurance and reliable transportation.
- Bilingual (excellent verbal and written communication skills required in English and Spanish)
- Develop good relationships with the clients.
- Representing the Pan de Vida Program with our clients and with the community at large in a courteous and respectful manner.
- Report to Pan de Vida Coordinator.