



JOB OPENING

Troup County Government

Position:	Dept:	Salary:
Kitchen Assistant (PT)	Active Life Center - LaGrange	\$12.00 /Hr

Under general supervision and instruction this position is responsible for assisting the Nutrition Supervisor in the food preparation and service.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of food preparation and safety principles
- ⇒ Knowledge of kitchen equipment
- ⇒ Knowledge of customer service principles
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations and working with the elderly
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Assists in the proper preparation of high quality and good tasting meals for the Congregate and Home Delivered Meals Programs
- ⇒ Assists in the proper set-up, service and clean-up of all meals
- ⇒ Helps maintain a high standard of cleanliness throughout the kitchen area
- ⇒ Reviews to do list with supervisors to set priorities
- ⇒ Attends staff training and development training as requested by supervisors
- ⇒ Helps maintain all kitchen equipment and reports all maintenance needs to supervisor
- ⇒ Assists where needed at the Active Life Center during urgent situations
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #:08282025 Kitchen Assistant

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace