



Dining Assistant

South Park Senior Citizens - Seattle, WA 98108

Part-time: 15 hours weekly (Mon/Wed/Fri, 3:15pm-8:15pm)

Salary: \$23.00 hourly

Successful onboarding bonus

Annual end-of-year bonus (based on available funding)

SPSC is located in the South Park Neighborhood Center, in the heart of South Park where we provide services in a historic brick fire station. SPSC works to support seniors as they explore healthy and active lives. Our participants are primarily of Asian and Hispanic descent, many are navigating language and cultural barriers, and most are living at, or below, the poverty line.

SPSC is a vibrant place for community to gather, friends to be made, and culture to be celebrated. Our seniors come together to enjoy homemade meals, singing, dancing, exercise classes, learning opportunities, and cultural celebrations. As many of our seniors are living vulnerable lives, SPSC is also a place they can receive social services support and resources.

SPSC is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status.

Summary

South Park Senior Citizens is seeking a part-time Dining Assistant to assist in the delivery of our Community Dining Program for seniors ages 55+. This role strongly represents SPSC, and the values of our organization, in direct-line service to our seniors. A high level of customer service and initiative is required while providing a warm, engaging, and professional delivery of services.

Qualifications

- Ability to be a flexible team player striving to provide a quality dining and social experience while fulfilling the mission of SPSC
- Ability to be dependable and reliable in maintaining a consistent work schedule and providing a strong delivery of job duties
- Physical stamina for the fast paced demands of the dining service environment; may need to lift up to 50 pounds for short distances
- Ability to work with culturally diverse clients, staff, and the public
- Current Food Handler's Permit: secure and/or maintain a current Washington State permit; obtaining this permit will be paid for by SPSC
- Current CPR/First Aid/AED certification; obtaining this will be arranged by SPSC
- Authorized to work in the US (required)

General Responsibilities

- Dining room set-up: working to create a warm and inviting space that is well organized, clean, and efficient; includes setting up dining space with tables, chairs; setting tables for service, preparing beverages, organizing silverware, folding napkins, etc.
- Acting as a lead for the meal service under the guidance of the Programs Manager: serving food, refreshing beverages, clearing plates, ensuring participants have all they need and are having a wonderful dining experience.
- Break down of the dining space: clearing of all food/service items, tables, and chairs; assist with set-up of evening activity as needed.
- Assist with managing dining inventory and supplies.
- Partner with, and provide guidance to, volunteers who support the dining program.
- Perform other duties as required

Compensation

Compensation for services will be on an hourly basis as a non-exempt employee at \$23.00 per hour; payment is on the tenth of the month following the month of service by automatic electronic deposit. Benefits associated with this role are highlighted in the 2020 Employee Handbook.

Benefits

Vacation hours: accrued at approximately 3 hours monthly depending on actual hours worked

Sick hours: accrued at 1 hour for every 40 hours worked

Holidays: SPSC honors 13 paid holidays annually - if a holiday is on a scheduled work day, full pay will be received for the scheduled shift. In addition, SPSC is closed the last week of the year; full compensation will be paid.

Cell phone reimbursement: a \$25 reimbursement will be paid monthly for compensation of using personal phone for work communication

Continuation of this position is dependent on sustained funding to support this role, strong delivery of role expectations, and positive evaluations by the Programs Manager.

This is an at-will position, and can be terminated at any time by employer or employee.

Note: All employees are subject to a semi-annual Criminal History Background Check and must complete a Criminal History Self-Disclosure Form.

If interested in this position, contact Andrew Pardini at 206-909-0346 / Andrew@spseniors.org