



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

PART-TIME KITCHEN HELPER

PRIMARY DUTIES: Will pick up food from ORMC and deliver to the centers. Will pick up desserts from the hospital and bread from meals on wheels once a week.
Will set up steam table and check and keep an accurate record of the temperature log daily. Will be responsible for setting out the milk cartons and wrap silverware.
Wash dishes and keep the kitchen clean.
Maintain the caddy's clean after each delivery.
Will assist with the center activities as needed.

Check vehicles for serviceability each day and keep vehicle clean

MINIMUM QUALIFICATIONS: Must be able to read, write and have mathematics skills. Must have a valid Texas Driver's license.

Must be able to lift to 50lbs, have a good attitude toward adults. Reliable transportation and be able to work Monday-Friday 25 hours per week.

SALARY: \$15.00 p/h; workdays & hours Monday-Friday; 9:00am-2:00pm

DEADLINE: Friday, Until sufficient applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.