



## POSITION DESCRIPTION

Position: Kitchen Coordinator		Department: Senior Department	
Reports to: Senior Services Director		FLSA Status: Non-Exempt	
Location: Community Center	Division: Senior Services	Pay Grade N/A	
Revised: October 31, 2017	Last Reviewed: October 31, 2017	Union: N/A	Status (FT/PT/Temp): Part-time

**GENERAL PURPOSE:**

Supervise kitchen activities including but not limited to senior nutrition programs, Meals on Wheels, catering, and City functions. Responsible for overall operations of the senior meal program including both Meals on Wheels and site meals. Acts as liaison between the nutrition program and the senior nutrition meal provider. Will work to ensure nutrition program is operating in safe & professional manner and in accordance with Health Department regulations. Actively recruits and trains new volunteers in the kitchen. Delivers Meals on Wheels as needed. Works closely with agencies that service adults with disabilities and provides these groups with volunteer opportunities. Works closely with other staff in fundraising and sponsorship opportunities to benefit a variety of programs and services offered. Supervise Community Food Cupboard. This position does require some evening or weekend work. This is a hands on position, interacting daily with volunteers, senior citizens and the public.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Senior Services Director.

**SUPERVISION EXERCISED**

May supervise volunteers and other kitchen staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for overall operations of the senior nutrition program including both the site meals and the Meals on Wheels program. Works directly with the senior nutrition meal provider to ensure optimum delivery of service. Interacts daily with volunteers assisting with programs. Actively recruits and trains new volunteers in operation of the programs.

Direct kitchen responsibilities include but not limited to maintaining and cleaning of kitchen and dining areas; coordination of scheduled maintenance for kitchen and nutrition program equipment; securing repairs on kitchen equipment as needed; maintaining and ordering kitchen inventory as needed.

Works with Senior Services staff, catering companies and rentals including ordering of linens, etc. Assists in meal preps, clean up and related duties with the senior meal programs and events. Coordinates Christmas Gift program for Meals on Wheels participants.

Responsible for preparing all necessary and mandatory reports, records and files. Prepares and distributes monthly Meals on Wheels newsletters and menus.

Responsible for budget development and management related to nutrition program including supplies, materials, vendor invoicing, contracts, etc. Maintains records related to budget.

Work closely with other departments and agencies in relationship to older adults. Maintain current professional relationships and build new ones to promote and expand awareness of the department and city. Provides presentations to other organizations, civic groups and businesses advocating on behalf of the seniors and the department on a regular basis.

Maintain confidentiality, especially related to sensitive organizational, customer, and other generally private information.

Perform a variety of miscellaneous duties such as answering phones, typing correspondence, running errands, picking up supplies needed for programs, helping set up rooms for classes or events.

Other duties as assigned by the Director of Senior Services and/or designee to ensure quality service to the seniors and the community

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

Work on community events as directed.

Works in numerous projects with other staff.

Serves as a team member of the Community Center.

May assist in the recruitment and selection of part-time staff, and program or volunteers.

May be required to report to serve the community during an emergency situation and may be assigned other, non-routine duties.

### **REQUIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Minimum High School diploma. Certification in Food Management and experience coordinating kitchen activities for senior's meals and catering and/or attain certification within 3 months of employment.

#### **Necessary Knowledge, Skills and Abilities:**

Ability to work in a team environment and independently as needed;

Ability to work in a variety of environments;

Must be able to effectively meet and deal with the public, speak to variety of populations and cultures; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Considerable knowledge of principals used in planning, coordinating, and servicing seniors and senior activities;

Ability to communicate effectively orally and in writing:

Must be able to effectively meet and deal with the public, ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Ability to read and write English;

Ability to do basic mathematical computations;

Knowledge and use in computers and common software packages, including electronic communication devices.

Must have a valid Michigan driver's license and good driving record.

Ability to establish and maintain working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public;

**TOOLS AND EQUIPMENT USED:**

Kitchen equipment, cleaning supplies, personal computer, including word processing and data base software; calculator; copy and fax machine; phone; mobile or portable radio;

**PHYSICAL DEMANDS:**

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 frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Hours 29 hours a week.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Director of Senior Services

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Employee