

**Position Purpose:**

Performs administrative and manual work planning, organizing, and managing day-to-day meal operations and oversees the daily weekday operation of the Congregate Lunch Program at the Sterling Senior Center. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Responsible for timely and appropriate ordering of food and supplies from various vendors. Checks food upon arrival for accurate delivery.
- Coordinates the clean-up of kitchen and equipment at the end of the meal period: dishes, pans and other kitchen equipment are thoroughly cleaned, appliances are turned off and cleaned, cooled leftover food is stored in the refrigerator, kitchen counters are wiped clean, spills wiped from kitchen floors, and trash is put in outside bins.
- Prepares and supervises volunteer preparation of daily lunch practicing all safety regulations and precautions as prescribed by ServSafe and federal and state health and sanitary guidelines, with a particular emphasis on properly monitoring food temperature.
- Maintains records and statistical information related to expenses, volunteer and participant attendance and prepares accurate and timely reports related to the same.
- Prepares a monthly, nutritious menu to be approved by the Director.
- Reports any meal site conflicts and problems to the Director. Observes and reports any changes in participants' mental health, nutritional intake, and general well-being.
- Schedules and supervises 35+ volunteers to meet the mission of producing meaningful volunteer experience and mission of providing healthy lunch in a social setting.
- Oversees volunteer and participants adherence to COVID protocol in dining area and kitchen.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School education; experience in food service/ and/or elder services; or any equivalent combination of education and experience. CORI check required. ServSafe Certified. Allergen Awareness/First Aid/CPR Training.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of health standards for food handling and of special federal nutrition regulations. Basic knowledge of diet and food exchange lists. Knowledge in the use of kitchen appliances and machinery, including monitoring temperatures and troubleshooting potential problems.

*Abilities:* Ability to keep track of inventory, rotate and stock and adhere to state regulations on safety and sanitation. Ability to work independently. Ability to assist elderly clients in a sensitive and effective manner. Ability to communicate effectively orally and in writing.

*Skills:* Organizational skills in establishing a pattern of putting the meals together. Excellent interpersonal and customer service skills. Attention to detail and planning. Proficient computer skills.

**Physical Requirements:**

*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.*

Operates objects, tools, or controls; picks up paper, files, and other common office objects. Ability to view computer screens and work on computer for ordering supplies. May move objects weighing up to 30 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Work is performed in typical kitchen and dining room conditions, with standing and walking.
- Operates computer, and other standard office equipment as well as kitchen equipment such as dishwasher, oven, refrigerator, and stove.
- Employee has frequent contact with the senior citizens, volunteers, and service providers of food and supplies. Contacts are primarily in person, by phone and email.
- Errors could result in delay or loss of services.

*(This 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.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*