

Town of Westbrook
Kitchen Coordinator Assistant

Kitchen Coordinator Assistant: Non-Union Part-time position 9 hours per week. With valid driver's license and own transportation.

DESCRIPTION: Kitchen Coordinator Assistant will work under the direct supervision of the Kitchen Coordinator and assist with planning monthly menus; prepares and serves meals for seniors programs; maintains kitchen and inventory; and helps to maintain a safe, sanitary kitchen.

ESSENTIAL DUTIES:

1. Prepares and serves scheduled meals for the Senior Center meal program.
2. Responsible for kitchen maintenance, including safety and sanitation that meet the Public Health Department standards.
3. Maintains an inventory of kitchen equipment, supplies, and food supplies.
4. Keeps a clean and organized pantry with current stock inventory.
5. Receives and supervises storage of freight.
6. In Director's absence responsible for opening and closing Senior Center.
7. Assists Director with activity planning and set-up
8. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

1. The ability to work closely with Director and volunteers; communicate effectively; deal tactfully with the public; establish and maintain an efficient, orderly kitchen; develop appropriate menus and coordinate and prepare meals; establish and maintain effective working relationships with superiors and peers; work independently; maintain a courteous, helpful manner; work in a team environment; work with Health Inspector. Must maintain food handler's certification, and own transportation.

EDUCATION AND/OR EXPERIENCE:

High School graduate, or the equivalent, with at least 5 years' experience in meal preparation, running a kitchen or dietary department, experience in group meal preparation, and supervision of volunteers. Serv Safe Certified.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, sit, bend over, walk, handle objects and tools, and reach with arms and hands. Employee must be able to set up and break down portable tables and chairs.

1. The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects/supplies up to and over 40 pounds, and is regularly required to sweep floors and clean dining tables.

EVALUATION:

This position is evaluated formally once a year by the Senior Center Director.

I, _____, have read and agree to the functions, responsibilities, requirements, and demands of the position description above.

Employee signature

Date

Supervisor signature

Date