

## **RECREATION SPECIALIST II /PT Senior Center - Kitchen Coordinator**

### **NATURE OF WORK**

This part-time Kitchen Coordinator position is scheduled primarily Monday – Friday from approximately 8:00 am – 1:00 pm. The Kitchen Coordinator is responsible for supervising cooks and volunteers, adhering to a budget, meal planning, creating menus, ordering food supplies, ensuring ServSafe protocols are followed, shopping for food, training on cooking and training on preparing lunch. The kitchen and equipment must be maintained as a sanitary venue.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Coordinate, train and supervise cooks and volunteers.

Maintain a supply of perishable and nonperishable food and supplies by frequent ordering and purchasing.

Responsible for meal planning, creating menus and maintaining portion sizes.

Maintain budgetary guidelines; complete daily and monthly reports to meet budget.

Train staff and volunteers on the preparation of soups, salads, specials, sandwiches, desserts, and beverages.

Cook for large special luncheons twice per month.

Maintain a sanitary kitchen following ServSafe guidelines and observe safe and sanitary storage of supplies.

### **REQUIREMENTS OF WORK**

Graduation from high school (GED). Food personnel training certification and ServSafe certification (or certified upon hire). Knowledge of general cooking skills, nutrition, and sanitation. Must have excellent cooking skills, demonstrated supervisory skills, and good verbal and written communication skills.

Basic Microsoft knowledge (Excel).

Patient, strong, pleasant demeanor, the ability and willingness to work alone, with a team and with volunteers.

Able to manage multiple tasks, handle large crowds.

Possession of a valid Ohio driver's license.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works primarily inside.