



Part-Time Kitchen Coordinator Position for Busy Activity Center for Seniors

Position Description:

The Castle Rock Senior Activity Center has an immediate opening for a Kitchen Coordinator, a part-time position to oversee and host a three day a week hot lunch program for area seniors. The meals are provided by the Volunteers of America (VOA) in Denver. The Coordinator, together with a passionate group of volunteers he or she oversees, is responsible for setting up, finalizing the food prep, serving the participants, cleaning up and maintaining both the kitchen and dining areas, following health inspection protocols, and completing proper paperwork. The Coordinator warmly welcomes the seniors who come and creates a team environment with the volunteers and the rest of the staff. There are other duties in the kitchen as assigned.

Work Schedule:

This is a 10.5 hour a week position, working hours 10:00am-1:30pm on Tuesday, Thursday, and Friday. Additional hours are scheduled well in advance a few times a year for potluck meals or special events. Occasional at-home computer time will be compensated at 1 hour per month.

Physical Requirements:

- Ability to lift a burden of 25 lbs. or less.
- Ability to conduct activities involving simple grasping, fine manipulation and gross motor skills.
- Ability to participate in conversations in person or via phone, and distinguish signals including alarms, emergency whistles, equipment malfunction signals, and similar alerts.
- Ability to visibly distinguish circumstances, situations, written material, and other details within the environment at distances both near and far.
- Mobility to move to and from points inside and outside of the Senior Center.

Other Requirements:

- Ability to interact with general public and members of the organization.
- Ability to work well with other staff in dealing with unexpected situations and challenges.
- Ability to adapt to an ever-changing environment.
- Ability to remember processes and procedures.
- Problem solving skills helpful in responding to unanticipated circumstances and challenges.
- Ability to read and understand materials, and compare information or instructions in written form.

Qualifications:

- Be a self-starter who can work with minimal supervision
- Be a team-player comfortable overseeing a small group of volunteers
- Previous food service experience a plus
- Passion for serving the senior population.
- High school diploma required

Compensation:

\$9.50-\$10.50 per hour, DOE. There are no benefits associated with this position.

How to Apply:

If you share our passion for seniors, and want to be part of this dedicated team, we invite you to apply by submitting a resume and cover letter explaining why you would like to be considered to:

CRSC@crgov.com or by mailing to Executive Director - 2323 Woodlands Blvd, Castle Rock, CO 80104.

No phone calls please. CRSC is an Equal Opportunity/Affirmative Action Employer.