



## **Kitchen Coordinator Position Description**

Updated 2-10-20

### **Description of Duties:**

The Kitchen Coordinator position is a part time position. The work performed will be in the kitchen and dining service areas. The Kitchen Coordinator represents the Castle Rock Senior Center and VOA 'Volunteers of America' adhering to their rules and regulations as well as kitchen health rules outlined by the State of Colorado. State health inspections happen once a year, plus drop-in visits from the VOA (see VOA hand book for regulations). This person will maintain the kitchen and dining service areas.

### **Supervision:**

The Kitchen Coordinator direct responsibilities will be overseen by the Office Manager, however overall supervision will be by the Executive Director.

### **Essential Responsibilities:**

- Manage the kitchen coordination of the VOA hot lunch program on Tuesdays, Thursdays and Fridays. Set up kitchen for the arrival of VOA meals and volunteers.
- Perform daily all needed paper work for VOA and deposits.
- Maintain a professional relationship with volunteers and seniors when working.
- Oversee the Volunteers while they perform the setup, serving and clean up duties.
- Scheduling of Volunteers will be handled thru the Volunteer Coordinator.
- Order VOA & Kitchen Supplies items as needed.
- Deliver announcements and updates to diners as needed.
- Coordinate with staff on activities that follows lunch or another time, and assist with set-up.
- Manage Pot Luck Luncheons and Special Events as requested. Double check if there are enough Volunteers signed-up; let the volunteer coordinator know if you need more.
- Tuesdays and Thursdays keep an eye on the MOW's meals on wheels boxes. Make sure they are picked up or placed in freezer before you leave for the day. Double check with Volunteer Coordinator if you have questions.

### **Essential Duties: (Can be performed by the volunteers, but under the supervision of the Kitchen Coordinator)**

- Keep the kitchen well maintained through cleaning and stocking. Organize, wash and tidy up cabinets, work spaces, counter tops, walls, floors, sinks, floor drains, appliances and closet. Sweep and mop floors after every use.
- Closet: keep Senior Center items separate from VOA. No food items on any bottom shelves. Organize Center shelves as well as VOA shelves. Check expiration dates on all shelved foods. Use first method or rotation. Sweep and mop after each work day.
- Clean and maintain all appliances in kitchen, report any misuse and/or maintenance needed to supervisor.
- Fridays: clean and maintain microwave in main room. Once a month clean and maintain refrigerator in main room.
- Clean both Commercial Refrigerators weekly – dispose of outdated or abandoned food, wipe down racks and bottom of refrigerators.
- Clean Commercial Freezer monthly - dispose of outdate or abandoned food, wipe down racks and bottom of freezer.

**Work Schedules:**

Part-time employee –10:00 a.m. – 2:00 p.m. 12 hours per week with the exception of potluck and special events. Specific hours must be approved in advance by the Director. Employees should not start work before scheduled start time or work beyond scheduled ending time without prior supervisor approval. At home computer time will be compensated at 1 hour per month. Each week fill out time sheet, sign and place on Director’s desk on Friday.

**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 conversation in person or via phone or hand held radio, 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 distance both near and far.
- Mobility to move to and from points within and without 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 for dealing with competitive situations and challenges.
- 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.

**Position Description:**

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center’s By Laws.
- I have read the job description for the Kitchen Coordinator position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_