



Kitchen Coordinator/Activities Support Position Description

Updated 12-20-2023

Description of Duties:

The Kitchen Coordinator/Activities Support position is a full time position. 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). They will also oversee other meal programs put on by the Center during the year as part of our events and activities. As Activities support they will be responsible for assisting with planning and implementing the Center's activity programming, collaborating with the Activities Coordinator, Activities Chairperson, Activities Committee and Executive Director, along with communicating programs through printed promotional materials, including the monthly "Rockin' Seniors" Newsletter.

Supervision:

The Kitchen Coordinator's direct responsibilities will be overseen by the Executive Director with the Activities Support responsibilities under the immediate supervision of the Activities Coordinator and direct supervision of the Executive Director

Kitchen Coordinator Essential Responsibilities:

- Manage the kitchen coordination of the VOA hot lunch programs on Tuesdays & Thursdays.
- 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.
- Order VOA & Kitchen Supplies items as needed.
- Deliver announcements and updates to diners as needed.
- Plan and coordinate "Let's Celebrate" day for dining room.
- Coordinate with staff on activities that follows lunch or another times, and assist with set-up.
- Manage Lunch and Learn Luncheons and Special Events as requested.

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

- Set up kitchen for the arrival of VOA meals and volunteers.
- Tuesdays and Thursdays keep an eye on the MOW's boxes. Make sure they are picked up or placed in freezer before you leave for the day.
- 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.
- Thursdays: 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.

MOW –(Can be performed by the volunteers, but under the supervision of the Kitchen Coordinator)

- Verify MOW boxes counts upon delivery
- Oversee that MOW boxes are organized per Route with proper paperwork for drivers.
- Oversee that all MOW drivers sign up and pick up proper deliveries.

Hot Meal Deliveries – (Can be performed by the volunteers, but under the supervision of the Kitchen Coordinator)

- Oversee that Kitchen helpers set up lunches and milks counts for meal deliveries.
- Oversee the Hot Meal and milks are stored in blue containers and lunches bagged up and placed in large coolers.
- Oversee that all Hot Meal drivers sign up and pick up proper deliveries

Activities Support Essential Duties and Responsibilities:

- Work directly with the Activities Coordinator, Activities Chairperson, Activities Committee & Executive Director to ensure that a diverse program of activities is offered each month.
- Responsible working with the Activities Coordinator to keep the official Center calendar up-to-date, both in the Activities book and in Schedules+.
- Co-coordinate details for all off-site trips, communicating directly with all venues and keeping detailed records up to date at all times. Along with requesting check requests as needed.
- Research and arrange speakers, instructors and entertainers for programing.
- Assist with front office staff in regards to execution of off-site and on-site activities.
- Plan, coordination, and document Activities Committee meetings.
- Assist with hostess training program in collaboration with Activities Coordinator
- Assist with selecting hosts for trips, coordinate all host materials for, and meet with hosts before and after trips.
- Responsible for sending off trips and welcoming back of members to get feedback and connect with the members. Make daily agenda for outgoing trips.
- Assist with design, writing and publishing the monthly newsletter, on a timely schedule.
- Coordinate Newsletter Proofers and send correction to Newsletter Editor.
- Create newsletter mailing labels and be responsible for monthly bulk mailing of newsletter.
- Design, Write and Publish Center's email via email marketing program(EMMA) in partnership with Activities Coordinator. Events/Program Coordinator will serve as back up.
- Regularly update the Center's televised information platform
- Regular update the phot gallery on the website
- Photograph events, activities and people, maintaining photo files.
- Design various Flyers, signs and other material for staff member as requested
- Assist with the center's social media presence (i.e.: Facebook, Instagram, Twitter, etc.)
- Assist with booking outside tickets, reservations and entertainment for events and activities.
- Create maps for drivers.
- Meet with drivers and hosts before each trip or event.
- Keep CRSC Activities Book up-to-date with information and maps about all off-site and on-site programs.
- Keep Trip Books and Restaurant Books, along with their spreadsheets updated
- Handle room reservations for events.
- Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.
- Provide support to front desk office duties
- Assist with monthly sign-up day activities and registration process.
- Compile Monthly Activity reports for Director and Accountant
- Other duties as assigned.

General Office:

- Provide office support services in order to ensure efficiency and effectiveness within the Center.
- Be back-up to Guest Relations for answering phones and greeting visitors/members.
- Receive, direct and relay telephone messages and fax messages.
- Assist with the activities, services and other sign up programs. This will include verifying payments, maintaining waitlists and handling cancellations.
- Handle and process purchases and money transactions. Be responsible for using the credit card machine and keying into the cash register.
- Balance cash register at the end of the business day (Shared duties with other Coordinators)
- Send/receive faxes.

Skills, experience and training:

- Must have design and newsletter layout experience in Microsoft Publisher.
- Must have excellent grammar and demonstrated writing abilities.
- Must have a working knowledge and skills in Microsoft Office computer programs and usage.
- Must have experience with multi-line telephone systems.
- Must have a valid Colorado Driver's License and acceptable driving record.
- Two or more year's previous experience working in an office environment.
- Must have a strong working knowledge of standard office equipment and applications.
- Prefer prior experience and understanding of volunteer programs and/or non-profit organizations.

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/Activities Support position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: _____ Printed Name: _____

Date: _____