



## SENIOR CENTER LUNCH COORDINATOR

### JOB DESCRIPTION

**Overview of position-** The Lunch Coordinator is responsible for all aspects of food preparation. The Senior Center serves five meals per week, two of the five will be large events. Position involves planning menus with the Director, food orders, shopping, supervision of kitchen volunteers and ensuring a clean, safe, kitchen environment. This is a full-time 30-hour a week position inclusive of Town benefits. This position reports to the Senior Center Director.

### **Essential functions of position-**

- Create monthly menus with the Director.
- Prepare daily entree', side dishes, dessert, and drink to provide a nutritionally balanced meal primarily for the Senior population.
- Recruit, train, and supervise volunteers as needed.
- Organization and inventory maintenance of freezers, refrigerators, and dry pantry area, including rotation of stock, dating of material received, and ordering food items, and consumable supplies as needed.
- Responsible for serving meals at a designated time.
- Responsible for washing of pots, pans, dishes, and utensils. Maintaining a safe, clean, sanitary kitchen.
- Maintain documentation of numbers of meals served for statistical purposes.
- Posts and monitor monthly temperature sheets for accuracy and compliance.
- Cleans ovens, freezers, and refrigerators monthly and records dates.
- Maintains compliance with all State and Local sanitary codes and regulations regarding food preparation.
- Other duties as needed to ensure the efficient operation of the Senior Center.

### **Minimum Qualifications-**

- **\*Ability to lift up to 50 lbs.**
- **\*Responsible for upkeep of any issued uniforms, aprons, towels, and cloths.**
- **\*Must maintain Serve Safe Certification and allergen awareness training.**
- **\*Experience cooking for large amounts of people / Good organizational skills**
- **\*Sincere interest in working with the senior population / Excellent customer service skills**
- **\*Possesses a valid driver's license**