

City of Derby
Job Description
Senior Center Kitchen Site Manager

Job title	<i>Kitchen Site Manager</i>
Reports to	<i>Senior Center Director</i>
Job Type	<i>Part-Time position</i>
Location	<i>Derby, CT</i>
Department	<i>Senior Center</i>

General Description:

Responsible for management of preparation, set up, serving and cleanup of meals and other foods and beverages prepared and dispensed at the Senior Center. Keeps records of temperatures of both hot and cold foods and drinks prior to and after serving. Maintains records of supplies and communicates supply requests to Senior Center Director as necessary.

Supervision Received:

Under the supervision of the Senior Center Director.

Examples of Duties:

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents can expect to perform other related similar duties.

- Responsible for receiving and dispensing food to Senior Center members and visitors.
- Prepares and presents attractive table settings as appropriate and required.
- Responsible for serving food to members and visitors at appropriate temperatures and portions.
- Prepares beverages – both hot and cold – at appropriate temperatures as assigned.
- Prepares and posts menus in advance for members to see.
- Maintains a clean and well organized food preparation work area in compliance with Serve-Safe regulations.
- Purchasing and preparation of food as needed.
- Maintains compliance with Fire and Health Department regulations.
- Responsible for maintaining lists and records of participants in the food service events.
- Maintains an inventory of supplies necessary to serve meals. Notifies Director and Coordinator of requests of items to be destroyed or replenished as required.
- Provides a pleasant and welcoming environment to all visitors, volunteers, coworkers and members.
- Compliance with City of Derby policies, procedures and standard practices.

Knowledge, Skills and Abilities:

- Familiarity of the principles and practices of food service programs for the elderly.
- Ability to interact with the public effectively, tactfully, and courteously providing a warm and welcoming introduction each day.
- Experienced in the planning and coordination of food service preparation and portion serving.
- Ability to communicate effectively both orally and in writing.
- Excellent organizational skills and attention to detail.

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- Proficient in managing cordial, professional working relationships with superiors, associates, subordinates, contractors, officials of other agencies and the public.
- Must demonstrate compassion and sensitivity to senior citizens, with an emphasis on working with low-income, frail, and otherwise vulnerable populations.

Required Qualifications

- Excellent communication skills, both written and spoken.
- Proficient in Microsoft Office (Word, Excel, Access, Power Point) and Internet.
- Must possess interpersonal, professional and good coordination skills.
- Attend trainings for AED, CPR, Serve-Safe, etc.

Physical Requirements

- Must be able to sit, stand and walk for extended periods of time.
- Must be able to use several types of office machines (e.g., computer, copier, fax).

Conditions of Employment

- Subject to post offer, pre-employment physical and drug testing as permitted by law.
- This position is subject to a 90-day probationary period.