

JOB TITLE: Kitchen Site manager- Derby Senior Center

JOB DESCRIPTION:

- Work under the supervision of the Senior Center Director in cooperation with the TEAM Project Director.
- SERV Safe food handler certified or must obtain.
- Prepare coffee and tea for morning break, lunch, and special occasion meals.
- Supervise the setting of tables, serving of food, and the cleaning of the site. Both the serving area and the kitchen.
- Receive, sign for and dispense food delivered by the caterer, noting temperatures.
- Ensure proper portion control is provided for each participant
- Post menus and note any comments from seniors regarding the menus or the food. Relay comments to the nutritionist at TEAM.
- Comply with fire and health regulations at meal site.
- Submit weekly required records, include daily attendance, individual in-kind daily meal count, weekly site reports, individual intake forms as needed.
- Maintain an updated list of participants
- Keep an inventory of supplies required to serve the meals and submit supply requests as needed.
- Maintain a good personal relationship with all volunteers and paid staff.
- Other duties as outlined by the Director

HOURS: Tuesday & Thursday – 9:30am – 1:30pm or 10:00am – 2:00pm – 8 hours/week

SALARY: \$14.00

Please send resume to Senior Center Director – Christine Sonsini – csonsini@derbyct.gov