



Wallingford Community Senior Center
4649 Sunnyside Avenue North Suite 140
Seattle WA 98103

Job Title: Kitchen Coordinator

Status/Classification: Part-time, Non-exempt

Supervisor: Program Manager

Job Purpose Summary: Wallingford Community Senior Center (WCSC) Kitchen Coordinator ensures viable senior center nutrition services by managing all aspects of the Center's food programs.

Initial hours: 20 hours per week: Monday 8:00am – 11:30am, Tuesdays, Wednesdays, and Fridays 8:00am – 1:30pm. Anticipated to increase to Mondays 8:00am – 1:30pm starting July 1, 2019, contingent on funding.

Pay and benefits: \$16/hour; SIMPLE IRA with 3% employer match.

Duties and Responsibilities:

1. Plan, prepare, and serve meals, and then clean kitchen after service.
 - Plan menus primarily based on food donations. Communicate weekly menu by Noon on Mondays to Program Assistant.
 - Prepare and serve meals Tuesdays, Wednesdays, and Fridays.
 - Supervise and assist kitchen volunteers.
 - Supervise and assist dishwasher.
 - Clean kitchen after meal service.
 - Pick up donations from QFC and receive donations from Operation Sack Lunch weekly. Receive and use food grown in WCSC P-Patch garden.
 - Shop for additional food and supplies 2-3 times monthly. Must maintain budget guidelines.
2. Supervise and maintain kitchen and pantry
 - Instruct and assist dishwasher and volunteers.
 - Maintain data quality control and reporting measures of food service program. Maintain accurate time, expense and mileage records.

- Monitor and maintain the inventory, supplies, and condition of the kitchen. Assure that kitchen is clean and maintains health and safety standards as required by the Health Department.
 - Develop and implement general kitchen, meal preparation, and serving and cleaning procedures.
 - Communicate kitchen equipment and structural repair needs with Operations Manager; assist with arrangement for repairs.
 - Purge kitchen refrigerators and food pantry twice a week, purge freezers once a week and additional food storage spaces 1-2 times a quarter. Ensure all expired and spoiled food is disposed of in a timely manner.
3. Assist Program Manager with planning, purchasing and implementing special events that include food service.
 4. Have necessary certifications: Washington State Food Handler's Permit, CPR and First Aid. (These may be completed after hire.)
 5. Attend all required staff meetings and trainings.
 8. Other duties as assigned.

Qualifications:

- High School Diploma or GED
- Previous experience or training in a kitchen and janitorial services.
- Ability to work independently, with minimum supervision.
- Highly organized
- Reliable and responsible
- Ability to maintain confidentiality.
- Washington State Food Handler's license (can be completed after hiring).

Physical Requirements:

Must be able to lift 40 pounds, sit, stand, squat, bend, climb stairs, crouch, reach, and kneel.

Wallingford Community Senior Center is an Equal Opportunity Employer WCSC's mission is to welcome, connect, and support older adults. We build community across generations while fostering healthy, secure, and positive aging. WCSC is located in the Good Shepherd Center in the Wallingford neighborhood of Seattle. More at www.wallingfordseniors.org.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Wallingford Community Senior Center reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.