

Job Summary:

Responsible for the food service operations and related functions at the Congregate Meal Site for the nutrition program under the Older Americans Act operated by AgeWell Services. This person also works with and is back-up to the Meal Site Coordinator at the center to ensure adequate staffing, programming opportunities, marketing and supportive services are offered to seniors.

Hours:

Tuesday through Friday 9:00 am - 1:30 pm and occasionally Mondays.

Knowledge and Skills:

Must be organized and able to prioritize tasks, maintain a willingness and patience to help and work with others. Must be able to work independently but also closely as part of the PFC team and be supportive and work as on. Basic computer skills required.

Duties & Responsibilities:

- All food preparations must be done within the **licensed** kitchen.
- **Menu and recipe development** to meet the standards for congregate nutrition and within cost controls. Menus to be submitted 30 – 45 days in advance to the R.D. for recommendations and approval. Edits and/or additions to the menu must be submitted on a timely basis.
- **Purchasing** all foods and supplies as needed or ordering from the central kitchen. Receipts and purchase logs and inventory must be maintained using effective cost controls to meet budget expectations. Maintain any required program reports.
- Able to follow **production schedules and recipes** to prepare quantity and quality needed per the approved menu. Recipes are needed to validate nutritional content of menus. Work to ensure minimal waste and incorporate left-overs in subsequent meals when possible.
- **Preparation** of all foods indicated on the menus using standard portions and proper methods to meet time schedules, temperature controls, quality and consistency. Foods at site must adhere to preparation recommendations of the local health department. To go food is not allowed under the OAA but may be purchased separately.
- **Present** and serve the food in an attractive and appealing style, working with other staff on special menus and settings based on activities and events when possible.

- Maintain client confidentially and protect the security of any documents as needed.
- **Train volunteers** and supervise in food safety and sanitation to assist in kitchen, on serving line and to meet food code laws.
- Responsible for **servicing food and performing all kitchen and dining area cleaning** duties as needed and required to maintain kitchen and all equipment in a safe and sanitary method and meet food code laws.
- Conduct annual **year-end inventory** .
- Learn the duties and **assist and back-up the Meal Site Coordinator** when needed.
- **Attend** in-services, meetings, trainings and fundraisers as needed.
- **Open and close the** center if needed and ensure security of facility.
- **Perform** any other duties as assigned.

Working Conditions:

May stand and/or walk most of the day, reaching and lifting of equipment, tables, foods and supplies are required. Must be able to work in an environment where temperature is not consistent. Must be able to work with a variety of cleaning products and operate all equipment.

Primary Relationships:

Meal Site Program Manager– *Supervisor*
 Meal Site Coordinator
 Mission Services Senior Manager

Credentials and Experience:

- Must be a High School graduate
- Formal or on-the-job training in food preparation
- Excellent verbal and written communication skills
- ServSafe Certification is required within 6 months of employment or sooner if required by the local health department in that county
- Personal transportation is needed with a valid Michigan driver's license and insurance

Supervisory Duties:

None

Job Type: Part-time