

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

**Position:** Kitchen Manager  
**Department:** Senior Services  
**Reports to:** Head Cook  
**Hours:** Full-Time  
**FLSA:** Non-Exempt  
**Reviewed:** 8/22/18

### **Position Summary:**

Under the supervision of the Head Cook, they are responsible for purchasing, receiving, dating, storing and inventory of all food and supplies for breakfast, MOW and to congregate lunch. He or she is responsible for supervising portioning, packing and plating food for both MOW and congregate lunch at satellite sites.

### **Responsibilities:**

- Assist with preparation and cooking of meals in accordance with Department for the Aging (DFTA) and New York City Department of Health (DOH) guidelines, as directed.
- Supervise and pack meals for satellite sites and the Meals on Wheels program.
- Responsible for the safe handling of food, especially storing food according to temperature and safety guidelines at all times.
- Receive, unpack, inventory, and store all food and kitchen supplies according to policy and guidelines immediately upon delivery. This includes dating perishable and canned goods.
- Responsible for daily cleaning of the main kitchen and all kitchen equipment, including large equipment such as slicing machine, range, ovens, steam table, and coffee urns. Also responsible for regular periodic cleaning of refrigerators, freezers, range hood, etc.
- Prepare weekly food purchase orders and to place weekly food orders.
- Prepare daily food use reports and monthly food inventory.
- Attend trainings sponsored by DFTA and DOH
- Assign appropriate duties and supervise all kitchen volunteers.
- Supervise and support Jefferson Senior Center by monitoring cleanliness of kitchen and dining room, providing management and supervision of volunteers, and supervision of breakfast and lunch service.
- Additional duties as assigned by supervisor.

### **Qualifications:**

- High school diploma or GED.
- Demonstrated experience working in a kitchen or food service program.
- Valid New York City Food Handler's License.
- Valid NYC Food Protection Certificate a plus.
- Ability to stand and cook for long hours.
- Ability to lift up to 40 pounds.

- Excellent organizational ability, time management, and interpersonal skills.
- Basic computer literacy or a willingness to learn
- Good written and oral communications skills.
- Desire or interest in working with aging populations.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org) please indicate Kitchen Manager in subject of e-mail.

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