

POSITION DESCRIPTION

Position Title: Kitchen Coordinator

Reports to: Program Director

Status: Regular Full Time Non Exempt

Pay Range: \$20/hour - \$22/hour DoE

General summary:

The Kitchen Coordinator is responsible for daily food preparation including breakfast, lunch, and snacks to Center participants. The staff member is responsible for following all regulations of the CACFP, food delivery and presentation, data collection, documentation, safety, cleanliness, and evaluation in the service work setting.

- Oversee the kitchen and daily meal service to comply with regulations of CACFP.
- Maintain adequate supplies needed.
- Order the meals for lunch for participants, including special meals on a weekly basis.
- Orders or purchases all food and supplies needed.
- Complete paperwork as needed including organizing and keeping all binders up to date at all times to be in compliance with the CACFP.
- Work collaboratively with the Dietitian consultant.
- Supervise/Train any staff/ volunteers assisting in the kitchen.
- Prepare and receive all meal deliveries including taking temperatures of food when delivered from meal provider and at time of service.
- Responsible for keeping inventory of all kitchen related supplies and ensuring that the center has the supplies needed i.e. rolled silverware.
- Applies and directs the application of regulatory documentation and mechanisms (Title 22, CA Department of Health and Human Services, Department of Aging, Child and Adult Care Food Program/CACFP, etc.) consistently.
- Handles assigned equipment and supply-related issues.
- Contributes to overall safety, cleanliness, and functioning of the food service areas.
- Perform other job duties as assigned.- group and individual, therapeutic and recreational activities for participants in adult day care and adult day healthcare programs.
- Prepares and leads a monthly cooking class with the participants.

Essential Job Functions:

- Respond to customer inquiries in a timely manner.
- Supervise and assist with ambulation of clients
- Escort clients by walking with or pushing wheelchair to and from vehicles
- Assist in meal and snack preparation and servicing of food as needed
- Assist with clean-up after noon meal service; bus and wipe tables, empty trash receptacles
- Monitor need for kitchen supplies and equipment and assist in purchasing supplies as needed
- Assist in development of cooking/ nutrition activities at least once per month.
- Monitor and record such data as pertaining to meal program.
- Assist with clean-up and lock-up of center
- Assist with clean-up of kitchen as needed

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- Assist with clean-up and storage of meal and snack supplies
- Assist with moving and rearranging furniture i.e. tables and chairs for special programs
- Attend monthly in-service trainings, monthly staff meetings and department meetings as required

Minimum Requirements:

High School Graduate / Bachelor's degree preferred

Two years' work experience in related field required

Excellent time-management skills and effective interaction with people at all levels a must

Written, verbal, and interpersonal communication skills required

Employees must be able to: Be creative and flexible, problem solve, organize and complete tasks in a timely manner, follow directions of supervisor, take initiative, work effectively with other staff members and volunteers, interact appropriately with family members, caregivers and the general public

Must have CPR and First Aid Certification within 6 months of hire and maintain certification for duration of employment

Physical Demands:

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential and non-essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The position may require employees to do any of the following, sometimes frequently: sit, stand, bend, stoop, reach overhead with hands and arms, twist and walk as needed.

Employees may need to assist participants to transfer to or from a wheelchair to chair

Employees may be required to push, pull, lift and carry when needed (e.g. trays, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables, etc.)

Employees must be able to assist participants in emergency situations when needed.

Must be able to push wheelchair participants up to 250 lbs.

Must be able to assist participants up to 200 lbs in ambulation.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to adjust focus.

Work environment:

The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in an open environment
- Have daily contact with a large group of participants
- Work outdoors as scheduled

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- Lots of flexibility and spontaneity required

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

SoCal Senior Services d.b.a. South County Adult Day Services is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Employee providing for employment other than at will.

To apply: all applicants MUST submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.