

JOB TITLE: Culinary Nutrition/Chef

DEPARTMENT: COA

DIVISION: Senior Center

REPORTS TO: Senior Center Director

Summary:

Under the general supervision of the Senior Center Director, the duties of the Culinary Nutrition/ Chef include but are not limited to: all aspects of food safety management including food preparation, cooking food, serving food to a crowd (ranging in size from 15-53 people), storing food, cooling and reheating food, monitoring time and temperature, preventing foodborne illnesses, contamination, and food allergens. Must sanitize the kitchen and dining room each day and have some understanding of government regulation of foodservice operations and Board of Health (BOH) inspections. Meals must be heart healthy and offer low sugar, low sodium, and low fat ingredients. Must have good time management skills as lunch is served at 12 noon each day since the van driver has a very restrictive time schedule. Must have efficient, fiscally sound purchasing skills, buying in bulk and when items are on sale.

Essential Functions:

- *Responsible for daily (Monday through Friday) congregate meal program
- *Responsible for prep, planning, preparing, cooking and serving fresh, healthy, hot lunches in the kitchen at the Senior Center
- *Monthly menu planning with a strong emphasis on heart, healthy, low sodium, low sugar meals
- *Shopping for groceries at Hannaford Supermarket
- *Food and supply ordering through the Uxbridge School Food Services
- *Dietary assessment and nutrition analysis of program participants
- *Recipe development and costing
- *Equipment and inventory management
- *Attend Senior Center Team meetings
- *Help market the nutrition program to attract new participants
- *Help develop and promote special events and programs
- *Prepare monthly menu by the 15th of each month to meet the newspaper and newsletter deadlines
- *Must have good computer, basic math and scheduling skills
- *Must be patient and have a positive disposition, demonstrate flexibility and possess ability to multitask
- *Communicates with all disciplines including the Director
- *Encourages participation at the Senior Center to minimize isolation enhancing the quality of life of our seniors
- *Promotes intergenerational programs with the local schools
- *Knowledge and experience with Microsoft Word, Excel and Outlook, Facebook and Email, Internet Explorer a plus
- *Requires excellent planning, time management and organizational skills
- *Maintains confidential, written records on each participant as well as records food services needed, and required follow-up as necessary

- *Requires an ability to handle a wide variety of assignments with frequent interruptions and the ability to reprioritize assignments

- * Keeps calm and handles crises with composure and with a professional, positive attitude

- *Excellent customer service skills with a calm, cooperative, and friendly personality

- *Requires the ability to recognize and anticipate the potential needs of others

- *Positive communicator and empathetic listening skills

- *Experience working with volunteers and seniors

Minimum Qualifications:

Education and Experience

- *High School graduate, experience in related field, some knowledge of nutrition and food service management

- *College graduate preferred; with concentration/degree related to culinary arts and nutrition

- *One or two year's culinary experience or any combination of education or experience. Maintain the following Certificates through MRA: ServSafe and Allergen Awareness certified

- *Must have experience in nutrition education programs and activities for seniors

- *Must be CPR certified with AED

- *Must consent to a CORI check

Tools and Equipment Used

The employee is required to use all kitchen equipment, including convection cooking oven, stove top cooking, microwave heating, thawing, cooking, and maintaining the refrigerator, freezers, dishwasher, and all kitchen plumbing. Must keep kitchen clean and sanitary and monitor time and temperature of food in warmers. Must have good computer skills. Must be CPR certified with AED defibrillator and have current and valid Class D driver's license.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Negligible physical effort is required to perform the duties under typical office conditions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand and walk. The employee must occasionally climb stairs and balance, on occasion lift and/or move up to 10 pounds and bend/stoop.

Requires manual dexterity in combination with eye-hand coordination for use of general office and kitchen equipment and must have overall good motor skills when operating a motor vehicle.

Work Environment

The work environment is performed in an office/center with frequent interruptions. Must be able to multitask and re-prioritize daily schedules in order to meet the demands of the day. Has daily contact with local senior citizens, their caregivers and family, as well as younger population with the intergenerational programs, as well as the general public and department heads, state representatives, vendors and local business owners.