



JOB POSTING - September 7, 2021
DEADLINE - September 21, 2021
Full Time Kitchen Supervisor
Holyoke Council on Aging & Senior Center

Position Summary: Supervises all food service operations at the Holyoke Senior Center including daily lunch service, a la carte café menu, and preparation of refreshments for activities, programs, and special events.

Essential Functions: Preparation of all meals, café items, and event refreshments. Development of menus in accordance with nutritional standards recommended for older adults and in consideration of various dietary restrictions. Management of ordering, inventory, product rotation, and storage. Enforcement of food service safety standards. Supervision of staff and volunteers.

Knowledge, skills, and abilities required: Must have at least three years of food service management and professional cooking experience. Knowledge of nutritional recommendations for older adults and a desire to incorporate current best practices. Knowledge of and desire to implement environmentally friendly food service practices. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to interact and communicate in a positive and effective manner that prioritizes excellent customer service. Ability to execute written and oral instructions correctly.

Education, Training, and Experience: Requires high school diploma or equivalent, valid Massachusetts driver's license, and appropriate ServSafe certifications. Previous experience working with older adults preferred. Bi-lingual (Spanish/English) a plus. CORI check required.

Job Environment: Employee is regularly exposed to moving mechanical parts, burn hazards, and wet/humid conditions. The noise level in the work environment is usually moderate (kitchen noises, business office, etc.).

Physical Requirements: While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, talk, hear, use hands to finger, handle, or feel, and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Supervision: Reports to the Executive Director

Supervisory responsibilities: Two staff members, numerous volunteers

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment Status and Hours: Regular Full Time, 35 hours per week, Monday - Friday, 7:00 a.m. to 2:00 p.m.

Fair Labor Standards Act (FLSA) Status: Non-Exempt (hourly)

Pay Rate: \$16.72 (minimum) up to \$23.92 per hour (UFCW), paid biweekly

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please send a letter of interest and resume by email only to:

Personnel@Holyoke.org

NO PHONE CALLS OR WALK IN INQUIRIES

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