

Kitchen Coordinator

Milwaukee Christian Center – Older Adult Center



Interested candidates should email a brief cover letter and resume to bbobb@mccwi.org

Position open until filled.

The Kitchen Coordinator serves as cook and coordinator for all senior center meals and food related programming while supporting the overall health, wellness, and social connection goals of Milwaukee Christian Center's programming for older adults. The ideal candidate is a talented cook, communicates with dignity, and is able to maintain a clean and organized operation. They are responsible for daily kitchen operations, scheduling of menus, food ordering, and related reporting. They also This role will help advance MCC's focus on health and wellness, coordinating nutrition and food centered learning that accompanies meal programming.

MCC believes that strong neighborhoods honor and care for their elders and offers older adults opportunities to remain healthy, in their homes, and vitally connected to the community. MCC's Senior Meal Program overall offers 1,100+ Milwaukee County seniors a healthy, warm meal and an opportunity to connect each month.

Reports to: Director of Older Adults Programming

Schedule: Part-Time Position, Monday – Friday 30 hours per week, daytime hours supporting lunch service

Pay Rate: \$17 - \$19 per hour, based on experience

Benefits: Health, vision, dental and life insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, and expansive employee assistance program.

Duties and Responsibilities Include:

1. Oversee assessment of meals, temperature control, quality and portion control, packaging and safety.
2. Direct staff and volunteers in meal preparation and service, ensuring that all regulations are observed regarding preparation, serving and storage of food.
3. Plan menus for Asian meals in accordance with Department on Aging nutritional guidelines.
4. Keep an accurate food inventory, order/shop using approved vendors and organize meal site supplies.
5. Prepare and serve five meals per week, with assistance from volunteers.
6. Recruit, train, schedule and supervise regular meal site volunteers to assist in the preparation and serving of meals and all cleanup/sanitation activities.
7. Maintain log of volunteer's hours and submit monthly reports of volunteer hours.
8. Properly store, date, and rotate food supplies.
9. Posses knowledge and ensure the hygiene and orderliness of kitchen facilities, including regular cleaning of stove, exhaust hood, warmer, and refrigerator by staff or volunteers.
10. Schedule, implement and/or record regular maintenance of equipment, including calibration of thermometer, servicing of stove fire suppression system and grease trap.
11. Prepare and submit weekly activity reports (WAR) listing menu items, quantities, temperatures, etc. for approval by Older Adults Program Director.

13. Participate in staff meetings and attend trainings as assigned.

Qualifications Desired Include:

1. Experience working in the food industry desired. Must acquire Serve Safe certification within six months of hire.
2. Demonstrate the ability to work with a diverse clientele of older adult participants.
3. Ability to greet community with a welcoming attitude and communicate with dignity.
4. Experience coordinating services, tracking data and completing reports.
5. Excellent communication skills
6. Sense of organization; ability to track donations and distribute to community in an efficient fashion and maintain a cleanly, organized space
7. Ability to build strong relationships and to collaborating with diverse team of clients, staff, partners, and volunteers.
8. Ability to work independently. This position requires initiative and the ability to resolve minor conflicts.
9. Ability to use standard word and data processing software (e.g. Word and Excel) to generate reports and prepare promotional materials.
10. Valid driver's license, ability to drive 15 passenger vans safely

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

MCC's Senior Center is located at Milwaukee Christian Center's main site, and is an active space for clients, volunteers and partners. This position is also expected to travel to partner sites throughout Milwaukee occasionally.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.