



# Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

*A Place for Healthy Aging and Lifelong Learning*

802.223.2518 | msac@montpelier-vt.org | montpelier-vt.org/msac

## **Job Description FEAST Senior Meals Program Kitchen Manager/Chef**

**Description:** The FEAST Senior Meals Program, a service of the Montpelier Senior Activity Center (a division of the Community Services Department of the City of Montpelier), provides daily (Monday-Friday) hot meal delivery to older adults age 60+ through a meals on wheels program, as well as twice-weekly in-person congregate meals. The Kitchen Manager/Chef position is a full-time position (30-35 hrs.) and includes working in a fast-paced, high-volume environment. You are responsible for ordering food, preparing, cooking, packaging and serving quality meals each day for fresh and frozen consumption. Annually we serve 16,500 meals. Preparing food should be done using standardized recipes that meet the federal nutrition guidelines stipulated by the Older Americans Act through our contract with the Central Vermont Council on Aging (CVCOA), who provides a third of our program's funding. Meals should be made using as many fresh and local products as possible while working within a budget and the food safety standards of Serve Safe, the Older Americans Act and the State of Vermont Food Safety Regulations.

### **You are directly responsible for the daily operations of the kitchen which include:**

- staff relations, teamwork and volunteer management
- food ordering, maintaining food budget
- communicating with vendors including locally donated food providers that include farmers, businesses and individuals
- safe food-handling including temperature logs and implementation of a safety program
- preparing, cooking and packaging high-quality food
- cleaning and maintenance of kitchen and equipment

### **Responsibilities include but are not limited to:**

- Create daily to-do list of items to be accomplished in the kitchen. Read and follow food recipes and/or production menu to ensure food quality and quantity. Taste prepared foods before serving them, read the menu, estimate food requirements, check production amounts. Must be able to do the necessary math.
- Prepare, cook, bake, package and oversee volunteers serving and delivering daily meals following the monthly menu and CVCOA guidelines.
- Support all kitchen volunteers (food preparation, assistant cooking, meal packaging, dish washing), and the FEAST Program Manager in any tasks needed for the efficient operation of the program while maintaining a supportive and positive work environment. Assist in training and reinforcing our regular procedures with volunteers and new staff (ex: proper techniques for washing dishes, food safety, safe preparation of food, etc.).
- Take care of leftovers and returned meals promptly to stay within food safety regulations.



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- Maintain proper charts for food safety. Example: daily food temps, freezer/ cooler temps, sanitizer/wash bucket, and dish washer logs.
- Proper rotation of stock in all storage areas. Rotating all foods when orders arrive or putting away leftovers.
- Keep communication open with the FEAST Program Manager regarding successes and challenges in the kitchen, addressing areas that need attention and implementing volunteer development trainings.
- Responsible for ensuring kitchen functionality during vacations, sick days, or any other absence from the work area as needed.
- Stay current in food safety regulations and make them part of your daily routine.
- During normal work hours, assist in orientation for people who will rent the MSAC kitchen outside FEAST meal production hours.
- Optional: provide food-service related education to the general public through MSAC's programming

## **Required Skills:**

- Strong communication, interpersonal and customer service skills
- Proven success as a food service industry manager.
- Strong organizational skills and attention to detail
- Strong time management skills with a proven ability to meet deadlines
- Strong training and supervisory skills with diverse populations and varying skill levels

## **Preferred Abilities:**

- Ability to function well in a sometimes high-paced and stressful environment
- A passion for helping to meet the nutritional and social needs of the older adults and people with disabilities in our communities
- Ability to prepare food from scratch
- Ability to work in a hot and humid environment

## **Education and experience:**

- High school diploma or equivalent
- Qualified training in working in a commercial kitchen
- Current ServSafe Certification or willingness to be certified



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Your direct supervisor is the FEAST Senior Meals Program Manager at the Montpelier Senior Activity Center who relies on you to make sound decisions and professionally conduct yourself while maintaining a positive working environment in the kitchen.

Working conditions are in a State of VT licensed, modern commercial kitchen environment that is adequately lighted and vented. You will be required to perform the job duties with long periods of standing, walking, up and downstairs, bending, carrying, lifting supplies and equipment up to 50 pounds. Hours of kitchen operation are between 7am-3pm.

Signing this job description acknowledges you have read, understand, and agree to work within but not limited to this job description.

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Employee Signature

Date