

Mt. Si Senior Center
Cook/Chef
0.5 FTE, Non-exempt
\$16.00 – \$19.00 Hourly DOE



POSITION SUMMARY: Reporting to the Executive Director, the Cook/Chef manages an efficient kitchen, producing a diversity of menus and good, nutritional food for 20 to 40 clients at lunch daily Monday through Friday. The Chef's primary responsibilities are to develop, plan, coordinate and evaluate menus, prepare meals that meet the nutritional needs of seniors in the community, operate a well-maintained commercial kitchen, and manage volunteer and paid staff. This position is primarily funded through grants to Mt. Si Senior Center.

This is a part-time position. Hours of work are typically between 9am and 1pm. Occasionally earlier or later hours may be required. Generally, the Cook/Chef works 18 to 22 hours per week. Additional hours may be required during the training period.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare and cook high quality meals.
2. Prepare menus and meals relevant to a diverse clientele of adults age 50 and older, working with a dietician and within established standards.
3. Determine food presentation and food production line to assure meals are served on time.
4. Work within established budgets and assist in developing budgets working through a budget approval process, working with Executive Director.
5. Ensure all supplies are ordered, stocked and properly stored. This includes all food items, dishes and utensils, cooking supplies, and any other item necessary for kitchen functioning. Work directly with sales representatives to order supplies.
6. Ensure correct storage and disposal of food.
7. Ensure the maintenance of kitchen equipment, report any breakdown, and coordinate with repair and maintenance companies.
8. Organize freezer, storeroom and kitchen.
9. Train and supervise nutrition program volunteers including those involved in food preparation, serving and cleanup. Organize staffing rosters. Establish routine communications regarding service delivery and programmatic goals.
10. Maintain kitchen safety and hygiene.
11. Adhere to all current applicable federal, state, and local standards, guidelines and regulations along with the Center's established policies, procedures and grant contracts. Implement new guidelines as required and train staff to ensure compliance.
12. Serve as Person In Charge and Certified Food Protection Manager.
13. Perform administrative duties such as completing forms, approving timesheets, written communications, and maintaining records.
14. Collaborate with programs staff to ensure lunch-time programming and special events are accommodated, thus ensuring the Center meets its programmatic goals.

15. Work with prospective renters to orient them to the kitchen.
16. Assist with special events which require food, as directed.
17. Other duties as necessary and assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, abilities and attributes required.

1. High school diploma or equivalent. Culinary Arts training preferred.
2. Five or more years' experience cooking in an institution or restaurant, involved in every aspect of meal preparation and with increasing responsibility for front and back of house. Two years of chef experience is preferred. Institutional experience is preferred.
3. Knowledge of dietary procedures and experience in menu development and meal preparation.
4. Knowledge of laws, regulations, and guidelines pertaining to food service operations.
5. Ability to operate all kitchen equipment safely and effectively.
6. Washington State Food Handler's Certification and extensive knowledge of proper food handling techniques.
7. Ability to obtain a Certified Food Protection Manager certification.
8. Experience relating to diverse groups of people in a respectful manner regardless of their race, backgrounds, and lived experience (e.g., diverse levels of income, physical ability, education, language, etc.).
9. Ability to respond to multiple demands in a courteous and effective manner.
10. Demonstrated ability to achieve results through leadership and collaboration.
11. Ability to follow written and oral instructions. Great verbal communication skills.
12. Technically proficient with email and scheduling programs (i.e. Outlook) and online ordering (e.g. US Foods). Familiar with Microsoft Office products (i.e. Word, Excel). Ability to learn additional software as needed or required. Experience with menu planning programs (i.e. Nutrium) is a plus.
13. Ability to work flexible hours, some nights and weekends, occasionally.
14. Ability to stand for long periods of time, handle exposure to extreme heat and cold and lift to 50 lbs.
15. Ability to pass a background check.
16. Have a valid Washington State Driver's license and access to an insured and reliable vehicle.

Note: All employees are subject to periodic Criminal History Background Checks.

ORGANIZATIONAL RELATIONSHIP:



Wages and Benefits: Wages depend on experience. Benefits include opportunity to participate in 401K retirement plan with employer matching upon eligibility. Employee has opportunity to purchase insurance products from AFLAC.

HOW TO APPLY

Qualified candidates must submit the following three (3) items:

1. **Cover letter** describing your relevant experience, your interest in this position, and salary requirements.
2. Current **résumé**.
3. Completed employment **application** form (download from www.mtsiseniorcenter.org)

Full packet may be submitted by:

Email: susan@mtsiseniorcenter.org (subject line: Chef position)

Mail: Executive Director, Mt. Si Senior Center, PO Box 806, North Bend, WA 98045

In Person/Delivery: Executive Director, Mt. Si Senior Center, 411 Main Ave S, North Bend, WA 98045 (materials should be left with receptionist)

Only complete packets will be considered.

Position Open Until Filled. Interviews begin as qualified candidates are identified.

ABOUT MT. SI SENIOR CENTER

We at Mt. Si Senior Center envision a world where all seniors are supported and treated with respect. We enhance the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services.

Our programs and services meet a broad range of needs. We serve affordable, nutritious, made-from-scratch meals to seniors in a clean, friendly and fun environment. Through our health, wellness and education programming we support our members as they expand their learning and explore options relevant to their experience. We partner with social service agencies and health care professionals who visit the senior center every month. Our fitness classes encourage vitality, flexibility and independence through movement. We offer seniors social and recreational opportunities and activities that allow them to make friends, share their lives and enjoy the experience. Our volunteer program engages people in a meaningful and gratifying service experience at the senior center. Each year we served between 1000 and 1200 people age 50 and older.

Mt. Si Senior Center also meets the needs of aging adults and our community through its other projects. Cascade Park and Sno-Ridge Apartments provide well-managed, well-maintained affordable housing for low-income seniors. Snoqualmie Valley Transportation and Valley Shuttle help seniors maintain their independence by providing sustainable, convenient and affordable transportation in Snoqualmie Valley. The center is available for rentals to the community for meetings and functions.

Mt. Si Senior Center has served the community of Snoqualmie Valley seniors well since 1977 as an independent, 501(c)3 non-profit organization.