



POSITION VACANCY ANNOUNCEMENT

Position: Kitchen Coordinator (PT)

Starting Salary: \$15.00/hour

Posting Date: March 20, 2024

Department: Senior Center

FLSA Status: Non-Exempt

Closing Date: Open Until Filled

Job Summary:

This position is responsible for managing kitchen duties, serving food to senior center congregate clients, and packaging Meals on Wheels.

Major Duties:

- Receives food and supplies from food contractor for Meals on Wheels and congregate clients.
- Counts and separates food, fruit, condiments, and milk for each route.
- Greets volunteers, packs hot meals for the volunteers' route.
- Washes pans after the Meals on Wheels food has been packaged out.
- Helps serve lunch to congregate clients.
- Properly dispenses any leftover food.
- Washes and sanitizes food trays and silverware; wraps silverware for next day.
- Deep cleans steam table, heating element space, and water pans.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.