

Kitchen Manager



Job Description

Bugbee Senior Center is a local nonprofit community center offering services and programs for older adults in the Hartford, Vermont area. Our mission is to help older adults live active and independent lives. We offer services and programs to help seniors age well – wherever and however they choose to do so.

Each year our Senior Nutrition Program serves and delivers 30,000 meals to visitors at the center and homebound seniors. We are seeking a Kitchen Manager for this important program. This could be you if:

- You love food.
- You enjoy helping others.
- You care about the health, safety, and wellness of older adults.
- You enjoy working with a team.
- You are seeking to hone your skills in kitchen management.

This is an on-site, permanent, and full-time position open to anyone authorized to work in the United States. Our team works out of Bugbee Senior Center in White River Junction. Shifts generally run from 6:00 am to 1:00 pm with occasional event-driven or administrative needs.

We are an equal opportunity, friendly, and welcoming organization. Working here is rewarding, and you'll be doing your part to keep the Upper Valley a great place to live – at any age. Anyone who is interested in this position, regardless of any other factor, should consider applying.

Duties

The Kitchen Manager reports to the Executive Director and works alongside a team of cooks and kitchen helpers. The position includes, but is not limited to the following responsibilities:

- Supervise kitchen and dining room operations during service hours.
- Ensure compliance with food safety regulations and quality standards.
- Work alongside the cooks to prepare, cook, pack, and plate meals.
- Train and mentor program staff and volunteers on proper techniques and procedures.
- Order kitchen supplies and food, monitor inventory levels, and control food costs.
- Oversee the safety, cleanliness, and maintenance of kitchen equipment and facilities.
- Coordinate with the office to ensure accurate reporting and meal deliveries.
- Prepare and submit monthly menus for dietician approval.
- Regularly move boxes weighing up to 50 pounds for receiving and unpacking inventory.
- Spend all or most of the shift moving between different kitchen workstations.



Skills

- Knowledge of culinary techniques and food preparation methods.
- Excellent understanding of food safety regulations.
- Proficient in cost management within the kitchen setting.
- Familiarity with banquet operations and large-scale food production.
- Strong leadership skills with the ability to motivate and manage a diverse team.

Compensation

This is a full-time position that starts at \$22 per hour, 35 to 40 hours per week. White River Council on Aging provides 75% premium coverage on select Blue Cross Blue Shield health insurance plans, up to a 3% matching contribution to a Simple IRA retirement account, paid time off, paid holidays, and staff meals.

To Apply

We are seeking to have this position filled by the end of January, 2025. If you are interested in this position, please visit bugbeecenter.org/apply to start the application process. If you have any questions please email employment@bugbeecenter.org. **You do not need to send a resume or cover letter at this time.**

To learn more about our hiring process, visit bugbeecenter.org/employment.

