

TOWN OF CANTON

TITLE: Café Coordinator (Part -Time) **CLASS:** Hourly/Non-Union
DEPARTMENT: Senior & Social Services **DATE:** 07/19/2022

POSITION DESCRIPTION

The Café Coordinator is responsible for the operation of the Town of Canton's senior luncheon program for citizens ages fifty – five and older. The café provides a commonplace for camaraderie, conversation and healthy meals. The Café Coordinator is responsible for daily transportation, inventory of food items and ordering of supplies within established guidelines, serving healthy meals with the coordination of volunteers, cleanliness of the Café and equipment all while maintaining proper sanitation and food handling procedures. Most importantly, the Café Coordinator is a leader who values the importance of providing our seniors with a regular source of nutrition in addition to a welcoming, inclusive environment.

SUPERVISION RECEIVED

The Café Coordinator reports to the Director of Senior & Social Services and receives direction from the Senior Center Coordinator.

ESSENTIAL JOB FUNCTIONS

- Purchase and manage all food, pantry and paper goods needs, maintaining inventory required for successful senior luncheons and adhering to the allotted budget.
- Responsible for transporting food items from one location to another.
- Plans food production and coordinates with the food vendor so that excellence, quality, temperature and appearance of food is preserved.
- Responsible for preparation and cleaning of the food prep areas and equipment used for meal preparation including refrigerator, countertops, stove, utensils, etc.
- Coordinates volunteers to help serve at the bi-weekly senior luncheon program.
- Maintain a regular roster of volunteers, confirming attendance and availability, monitoring and filling absences and staffing as needed.
- Interacts with the seniors respectfully by consistently being cooperative, courteous and attentive to senior's dietary needs.
- Meet all standards of local and state health regulations related to safety and sanitizing; acting calmly and effectively in emergency situations.
- Ensure proper training and food serving credentials are up to date and relevant for him/her and volunteers of the program.
- Notify management of any issues with overall kitchen functionality, staffing, etc.
- Promote a pleasant, team-oriented atmosphere in the kitchen and dining room with an eye on increasing senior attendance through professionalism paired with kindness.
- Performs other work duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Maintains a high level of customer service for the Town's residents ages fifty – five and older.
- Knowledge of kitchen equipment operations and maintenance.
- Ability to initiate, organize and follow through on meal program.

- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to work in close cooperation with residents, volunteers and coworkers.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies such as CRT to organize meal planning.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires ability to stand and work continuously for an extended period of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet luncheon program workload.
- Ability to lift up to 35 pounds necessary to move Café equipment, supplies, inventory.
- Ability to bend, stoop, reach and balance frequently throughout the workday.
- May be exposed to quick variance of hot and cold temperatures from ovens and freezers for short periods of time.
- May be exposed to industrial cleaning chemicals and hot water temperatures regularly.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions due to luncheon program specifics.
- Ability to hear normal sounds with some background noise and to communicate effectively.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be exposed to airborne particles. The employee will be required to provide his/her own transportation.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a High School Diploma or (GED) and one (1) year of increasingly responsible work experience in meal program delivery. A combination of education and experience may be considered.

LICENSE OR CERTIFICATE

ServeSafe certification preferred -- or acquired within the first 30 days of employment -- with the ability to maintain ServSafe certification by attending at least one (1) statewide training session yearly. Must possess a valid driver's license and provide own transportation.

NOTE: The above description is illustrative only and is not meant to be all-inclusive.

Town of Canton
Café Coordinator (PT)

The Town of Canton seeks a part-time, six hour a week Café Coordinator to join our Senior & Social Services department. This position is responsible for the operation of the Town of Canton's senior luncheon program for citizens ages fifty – five and older. The Café Coordinator is responsible for transportation, inventory of food items and ordering of supplies within established guidelines, serving food with the coordination of volunteers, cleanliness of the Café and equipment all while maintaining proper sanitation and food handling procedures. Minimum Qualifications include attaining a High School Diploma or (GED) and one (1) year of increasingly responsible work experience in meal program delivery. A combination of education and experience may be considered. ServeSafe certification preferred with the ability to maintain certification by attending at least one (1) statewide training session yearly. Rate of pay \$13.00 hourly. Interested applicants should submit an employment application which can be found at www.townofcantonct.org to the Town of Canton, 4 Market Street, Collinsville CT. 06022 to the Attention of Robert H. Skinner. Application deadline: February 20, 2020. EOE