

Meals on Wheels of Greater Hyde Park, NY is in search of a Part-time Kitchen Manager (Monday-Friday, 7:30 a.m. – 11:30 a.m.). Meals are prepared at the United Methodist Church.

Meals on Wheels of Greater Hyde Park, Inc. was started in the mid 1970's and became a not for profit, 501 (c) (3), charitable organization in 1978. The Charter Members wanted to ensure that senior citizens living in the Hyde Park area & the Village of Rhinebeck had access to nutritious and reasonably priced hot meals, five days a week. Our mission remains unchanged.

JOB RESPONSIBILITIES: KITCHEN OPERATIONS MANAGER

Responsible for the supervision of kitchen personnel, packers, and volunteer drivers

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Manages the kitchen operations to ensure that fiscal issues are addressed. Specifically, interacts with the Business Manager to keep the Business Manager aware of any bills needing payment or other financial matters. Informs the Business Manager of all items purchased.

Interacts with the Treasurer to ensure that meal payments from clients are up to date, timely and accurate. Provides weekly sheet of clients/meals provided (Hot & cold).

Checks the answering machine daily and takes calls from clients and their families. Adjusts the number of client meals as necessary.

Keeps the Route Books accurate and up to date. Route books must be checked daily since they are the major method of communication between the volunteer drivers and Kitchen Operations Manager.

Ensures the proper number of meals are prepared daily and informs the Chef of the number of hot meals required and any special dietary issues. Oversees the making of the sandwiches for the cold meal. Makes the required number of desserts based on the number of clients.

Cleans the coolers daily and places the required number of hot meals in the coolers when they are ready. Ensures that the number of cold meals and desserts are accurate, labeled properly, and placed in the appropriate cooler by the packers. Clean and replaces cozies, as needed.

Once the hot food is prepared, assist the Chef with filling the aluminum trays and crimping them to minimize spillage.

Make certain the Chef provides advanced notice of any planned absence, barring any unforeseen circumstances, and that the Chef arranges for a substitute Chef. Assist as needed to ensure adequate staffing.

Ensures the correct number of packers and drivers are available each day. Ensures that both groups arrange for their own substitute by providing the names and phone numbers of possible replacements. Assigns volunteer drivers to a route. Helps, as needed, to ensure adequate volunteer staffing.

Make certain the kitchen is kept clean and orderly to ensure a physically safe work environment. Report any accidents or injuries to the Board of Directors as soon as they occur. Be certain that the kitchen is locked and secure at the end of the shift. Keeping the work environment clean is the joint responsibility of the Chef, Kitchen Operations Manager, and volunteers.

Along with the Chef, responsible for ordering needed supplies and food items twice a month, or as needed, from the distributor.

Ensures compliance with applicable Department of Health codes and regulations because the Health Department provides the kitchen Operating Certification.

Follows all kitchen protocols required by the United Methodist Church of Hyde Park.

Maintain a positive kitchen atmosphere by fostering a team approach between staff and volunteers.

Act as the liaison between the Board of Directors and the staff and volunteers, providing information as needed or requested.

Ensure that staff and volunteers are aware that the decision to close and cancel meal delivery is in line with school closing decisions made by the Hyde Park Central School District. Arrange for clients to be reminded. In the event the school is closed for vacation, the Kitchen Operations Manager has the authority to cancel meal delivery if inclement weather causes a risk to the staff and volunteers. Staff, clients, and volunteers should be advised. The Board of Directors should be informed of such a decision in a timely fashion.

Responsible for the day-to-day supervision of the Chef.

Work is to be completed during the normal kitchen operating hours of 7:30 a.m. to 11:30 a.m. or as needed, Monday through Friday

Perform other duties as assigned.

Qualifications:

High School or equivalent, Minimum 3+ years experience. This is a unique opportunity for a compassionate, well organized individual. This is a part-time position (Mon-Friday 7:30 a.m -11:30 a.m. – includes 6 paid holidays and 1 week paid vacation after 6 months of satisfactory employment. If you or someone you know might be interested, please contact us at 845-229-5896 or by email at mealsonwheelshp@gmail.com