

TOWN OF CANTON

TITLE: Café Coordinator (Part - Time) **CLASS:** Hourly/Non-Union
DEPARTMENT: Senior & Social Services **DATE:** 09/16/2019

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 Coordinator is responsible for daily 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.

SUPERVISION RECEIVED

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

ESSENTIAL JOB FUNCTIONS

- Oversees the daily inventory of food items and ordering of supplies required for successful senior luncheons.
- 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 area and equipment utilized for the meal program.
- Follows safety procedures while maintaining sanitary conditions in all work areas.
- Coordinates volunteers to help serve at the bi-weekly senior luncheon program.
- Utilizes systems designed by the Senior Center Coordinator for recording keeping of meals and monthly reporting.
- Interacts with the seniors respectfully by consistently being cooperative, courteous and attentive to senior's dietary needs.
- Ensure proper training and food serving credentials are up to date and relevant for him/her and volunteers of the program.
- 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 with the ability to maintain ServSafe certification by attending at least one (1) statewide training session yearly. Must possess a valid driver's license.

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